



SAARC Agriculture Centre (SAC)
BARC Complex, New Airport Road
Farmgate, Dhaka – 1215, Bangladesh

VACANCY ANNOUNCEMENT (2023)

Professional Position under SAARC Agriculture Centre (SAC)

Post	:	Senior Program Specialist (Natural Resource Management)
Age	:	Not more than 55 (Fifty five) years.
Duty Station	:	Dhaka, Bangladesh
Closing Date	:	19th October 2023
Date of Joining	:	Sixty (60) days from the date of issue of offer letter
Duration	:	3 years

Qualification and Experience:

Ph D in Agricultural Sciences (Natural Resource Management/ Environment/ Soil Science/Soil & Water Management/ Agricultural Engineering) with 10 years or Masters Degree with 15 years' experience.

Professional Competence:

Person should be specialized in the field of Natural Resource Management program development, implementation and management aspects, coordinating and monitoring regional Soil & water Management, analyzing impact of climate change, and policy related to Natural resource Management of the region

Brief Job Description:

Initiate program/project/activities in line with set priorities in the areas of Natural Resource Management in particular and other related areas to accomplish the responsibility of the division under the guidance of Director.

Prioritize programs based on country/ regional needs in the field of Natural Resource Management along with management and risk issues in SAARC countries.

Maintain linkage with national, regional and international institutes for effective planning and implementation of the Centre's program through networking.

Collect necessary relevant data, analyze, translate into information, document and disseminate for the end users like farmer, entrepreneurs, and policy planners.

Ensure proper implementation of divisional activities/works, their monitoring, evaluation and reporting in appropriate form, production of necessary technical reports, annual reports, policy input etc. on timely basis.

Provide necessary support and cooperation to other divisions of the Centre for successful implementation of the program/ activities of the Centre.

Assist the Director in all matters and performs tasks as assigned. Carry out the relevant assignments as given from time to time

Any other responsibility relevant to the Centre programs

Allowances, facilities and benefits:

The sending government shall protect the salary and meet the cost of transfer passages for his/her family including personal effects. In addition, he/she will receive the following allowances from SAC:

1.	Living Allowance	US \$ 1,225.00 (US Dollar One Thousand Two Hundred Twenty five) only per month (50 % US Dollar & 50 % Taka).
2.	Daily Allowance in lieu of House rent allowance	In the absence of residential accommodation on first arrival, per diem in lieu of house rent allowance @ US Dollar 150. 00 (One hundred and Fifty dollar) per day up to a maximum of 21 days for hotel accommodation. An accompanying spouse and up to two of the dependent children below the age of 21 years will get 50 per cent of Daily Allowance. The daily allowance for professional staff at SAARC Agriculture Centre, Dhaka, Bangladesh is US Dollar 150.00 (One hundred and Fifty dollar) per day. The Regional Centers shall try to find and finalize lease deed for suitable accommodation within this period of time. In case a suitable accommodation is not available within this period, the actual cost of hotel accommodation will be reimbursed to the professional staff subject to his /her entitled rental ceiling. (Not applicable for professionals from Bangladesh).
3.	Residential Accommodation	Professional Staff of the Regional Centre's are presently entitled to <i>unfurnished</i> accommodation within the rental ceiling of US \$ 637.00 (US Dollar Six Hundred and Thirty-seven) only in equivalent local currency of Taka per month.
4.	Furniture Grant	The Professional Staff shall be entitled for one time lump-sum furnishing/settlement grant of US \$ 2,000.00 (US Dollar Two Thousand) only.
5.	Children's Education Allowance	Professional Staff shall be entitled to reimbursement of 90% of school Tuition Fees including admission, registration and other compulsory charges subject to an annual ceiling of US\$ 1,500.00 per child for a maximum of two children between the age of 5 to 21 years i.e., children up to Grade XII / A-Level on presentation of actual receipt.
6.	Medical Allowance	Professional staff shall be entitled to reimbursement of actual expenses on medical treatment for self, spouse and dependent children subject to an annual ceiling of US \$ 1,500.00 including 80% reimbursement of hospitalization charges. No reimbursement shall be made for medicines purchased without doctor's prescription and on optical frames/glasses/lenses, dental treatments like- dentures, scaling, and surgeries for the purposes of beautification, health care products and health foods.
7.	Home Leave Allowance	Professional Staff shall be entitled to Home Leave Passage for Economy class for self, spouse and two dependent children once in their tenure and only after completing 18 months of continuous service. No daily allowance or any expenditure on account of stop - over and transfer charges from and to airport shall be entitled.
8.	Other(s)	All other entitlements will be born as per SAARC Harmonize rules.

Common requirements:

1. Clear understanding on the regional and global context is essential.
2. Should be able to work in a mixed culture and in a team.
3. Should have proven background and proficiency in written as well as communicative English.
4. Competence in computer use is required and to be able to work independently and to produce result-oriented quality output.
5. Assist the Director in all activities and carry out assignments.
6. Any other responsibility assigned by the Director.

General Information:

Preference will be given to persons having work experience in related field as well as in the National Agricultural Research System (NARS)/ Extension service/donor agencies.

Must obtain minimum 2nd class/ division in all stages of academic records.

Age and qualification may be relaxed for highly deserving candidates.

Application in prescribed form (*available at the SAARC Division of Foreign / External Affairs, Ministry of SAARC Member Countries and also at the SAC web site: www.sac.org.bd*) duly filled in by the applicant with recommendation by the competent authorities should reach to the Director, SAARC Agriculture Centre (SAC), BARC Complex, Farmgate, Dhaka – 1215.

The closing date for receipt of applications (hard/soft copy) at SAARC Agriculture Centre (SAC) shall be **10th October 2023** for advance copy and **19th October 2023** for proper channel copy. The application(s) not received in SAC by the above prescribed closing date(s) shall be summarily rejected, without any notice. A candidate, who anticipates delay in forwarding of his /her application by his/her employer, may send ‘Advance Copy’ of application(s) to the SAC by the said closing date. However, while sending the ‘Advance Copy’ of application(s) directly to the SAC by the closing date, the candidate should append a certificate in his/her advance copy of application indicating clearly therein that he/she has intimated his/her controlling authority/employer of the same and has also simultaneously submitted original application for the said post to his/her controlling authority/employer with a request to forward the same as application “Through Proper Channel” so as to reach SAC office positively within **15 days** after the closing date, i.e., by **19th October 2023**, otherwise it would be summarily rejected without any notice.

Download: [Application Form](#)