



## SAARC Arbitration Council (SARCO)

*Islamabad*

### VACANCY ANNOUNCEMENT

<b>Post:</b>	Deputy Director
<b>No. of Vacancies:</b>	1
<b>Age:</b>	Not more than 50 years as on 31 October 2024.
<b>Closing Date:</b>	Thursday 31 October 2024 at 05:00 PM.
<b>Work Station:</b>	Islamabad, Pakistan
<b>Date of Joining:</b>	30 days from the date of issue of offer letter.
<b>Tenure:</b>	3-year contract (extendable per extant Service Rules)

#### About SAARC Arbitration Council

The SAARC Arbitration Council (SARCO) is one of the specialized bodies of the South Asian Association for Regional Cooperation with mandates to promote arbitral institutions and resolve commercial disputes through arbitration and conciliation in a time and cost effective manner. Pursuant to the Agreement for Establishment of SAARC Arbitration Council, SARCO was established in 2007 and is based in Islamabad, Pakistan. SARCO is an equal opportunity employer, and is currently seeking a suitable candidate to fill the post of Deputy Director.

#### Qualification and Experience

- Must have a bachelor's degree in laws from a recognized university with, at least, 2<sup>nd</sup> division.
- A master's degree in laws will be an advantage.
- Must have a minimum of 7 years working experience with a minimum of 2 years working experience in a senior management position. Practical experience in the field of arbitration and mediation or in a relevant and comparable position will be preferred.

#### Skills and Competence

In addition to the common requirements mentioned below, the applicant must have:

- Proven ability to handle confidential or sensitive information with discretion.
- Good administrative, interpersonal and organisational skills.
- Attention to detail with ability to multi-task and prioritize duties.
- High ethical standards and willingness to accept responsibility.

#### Brief Job Description

As a senior member of the management, the Deputy Director will provide strategic support to the Director General to drive business development, promote dispute resolution



## SAARC Arbitration Council (SARCO)

*Islamabad*

services, and manage the administration of arbitration and mediation cases, including but not limited to:

1. **Administrative:** Plan, direct and supervise all aspects of administrative functions to ensure smooth daily operations;
2. **ADR Services:** Administer and facilitate all ADR cases, from filing to enforcement, including all other associated works;
3. **Communications:** Represent and articulate SARCO's vision, missions, and goals to internal and external audiences in a strong and positive manner;
4. **Event Organization:** Plan, coordinate and organize webinars, training sessions, and other professional engagements that contribute to the development of arbitration and mediation;
5. **Financial:** Supervise the preparation of annual budgets and ensure that SARCO operates prudently within those budgets, including fund-raising activities;
6. **Human Resources:** Plan, direct and manage all aspects of human resources for effective operations of SARCO;
7. **Legal:** Provide advice on issues affecting arbitration and mediation; including case law, conventions, and procedural rules;
8. **Liaising:** Liaise with all stakeholders on all relevant legal, financial and operational aspects, including Young Arbitration Group;
9. **Marketing and Promotion:** Promote ADR services through appropriate research & development and by preparing marketing materials;
10. **Organizational Support:** Plan, coordinate and organize meetings of the Governing Board, Programming Committee/Standing Committee and other official meetings;
11. **Resources:** Supervise the management of resources and assets in compliance with principles of good governance, transparency, accountability and integrity;
12. **Strategic:** Develop, monitor and evaluate policies and objectives, including an annual workplans; and
13. Any other duties and responsibilities that may be assigned by the Director General.

### **Allowances, facilities and benefits**

The sending government shall protect the salary and meet the cost of transfer passages for professional staff and his/her family, including personal effects. In addition, professional staff is entitled to the following:

<b>1</b>	<b>Living Allowance</b>	US\$ 1694.00 (US Dollars One Thousand Six Hundred Ninety-Four) only per month to be paid 50% in US\$ and 50% in Pakistani Rupees. However, professional staff from Pakistan shall be paid 100% in Pakistani Rupees.
<b>2</b>	<b>Per Diem in lieu of House Rent Allowance</b>	Absent residential accommodation on first arrival, professional staff is entitled to per diem in lieu of house rent allowance @ US\$ 160.00 (US Dollars One Hundred and Sixty) only per day up to a maximum of 21 days for hotel accommodation. If a suitable accommodation is not available within this period, the actual cost of hotel accommodation may be reimbursed, subject to professional staff's rental ceiling entitlement. 50% of daily



## SAARC Arbitration Council (SARCO)

*Islamabad*

		allowance will be paid to accompanying spouse and upto two dependent children below the age of 21 years. (Not applicable to professional staff from Pakistan).
3	<b>Residential Accommodation</b>	An unfurnished accommodation within the rental ceiling of US\$ 787.00 (US Dollars Seven Hundred and Eighty-Seven) only per month, payable in equivalent Pakistani Rupees.
4	<b>Furnishing Grant</b>	One time lump-sum furnishing/settlement grant of US\$ 2,000.00 (US Dollars Two Thousand) only, payable in equivalent Pakistani Rupees.
5	<b>Children's Education Allowance</b>	Reimbursement of 90% of school tuition fees including admission, registration and other compulsory charges subject to an annual ceiling of US\$ 2,000.00 (US Dollars Two Thousand) only per child for a maximum of two children between the age of 4 to 21 years up to Grade XII/A-Level. Reimbursement is subject to presentation of actual receipts from the concerned educational institutes or will be made directly to such concerned educational institutes.
6	<b>Medical Allowance</b>	Reimbursement of actual expenses on medical treatment for self, spouse and dependent children, subject to an annual ceiling of US\$ 1,500.00 (US Dollars Fifteen Hundred) only, 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 beautification surgeries, health care products and health foods.
7	<b>Home Leave Allowance</b>	Economy class for self, spouse and two dependent children once in his/her tenure but only after completing 18 months of continuous service. No daily allowance or any expenditure on account of stop-over and transfer charges to and from airport.
8	<b>Emergency Passage</b>	Professional staff from Member States other than Pakistan is entitled to emergency passage once in his/her entire term, in case of death of an immediate family member (spouse, parents, children and spouse's parents).
9	<b>Telephone</b>	Use telephone at his/her residence, up to US\$ 20 per month.

### Common Requirements

- Sound understanding of the regional and global contexts.
- Ability to work in a mixed culture and in a team or as a team leader.
- High level of proficiency in English, both written and spoken.
- Good Information Technology (MS Office) skills.
- Ability to work independently and to produce result-oriented quality output.



## SAARC Arbitration Council (SARCO)

*Islamabad*

### **Additional Information**

1. SARCO reserves the right to reject any or all applications without assigning any reason, at any time before the acceptance of offer letter.
2. Age may be relaxed for highly deserving candidates.
3. Only short-listed candidates will be notified and called for test/interview.
4. All correspondences must be made through email and telephone only.
5. Your employment is subject to production of clearance from your government.
6. Please send your duly filled in application form to [careers@sarco-sec.org](mailto:careers@sarco-sec.org), with a copy to [dirpak@saarc-sec.org](mailto:dirpak@saarc-sec.org)