



SAARC

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

VACANCY ANNOUNCEMENT (2025)

General Services Staff under SAARC Agriculture Centre (SAC)

A.	Position	:	Communication and Media Officer (CMO) <i>[to be recruited from the citizens of Bangladesh]</i>
	Age	:	35 (Thirty-five) years
	Duty Station	:	Dhaka, Bangladesh
	Post Number	:	One (1)
	Closing Date	:	20th April 2025 (at 12 p.m.)
	Date of Joining	:	Thirty (30) days from the date of issue of offer letter.
	Duration	:	Full time after satisfactory completion of the probationary period (One year)

Brief Job Description:

- The Communication and Media Officer should undertake activities in close association with the Knowledge Management Division of the Centre, and primarily should focus on building strong regional network and linkages among relevant stakeholders of the South Asia region for smooth and effective sharing of information.
- Developing and implementing communication plans to reach target audiences.
- Identifying key messages and ensuring consistent messaging across all channels.
- Building and maintaining relationships with media outlets.
- Issuing press releases, organizing press conferences, and responding to media inquiries.
- Monitoring media coverage and analyzing its impact.
- Developing and producing various communication materials, including website content, social media posts, brochures, and presentations.
- Developing and implementing social media strategies.
- Managing social media channels, creating content, and engaging with followers.
- Monitoring social media trends and adapting strategies accordingly.
- Monitoring that the website is up-to-date and user-friendly.
- Planning and executing communication-related events, such as press conferences, workshops, and seminars.
- Supporting internal communication efforts, such as developing newsletters and intranet content.

On top of these, CMO should be ready for any other relevant jobs assigned by the Director, when required.

Academic Qualification and Experience:

Master's degree in Communication/Journalism/Public Relations/Economics with at least 8 years of progressive work experience in the relevant field. Person having Bachelor degree in above subject along with Post Graduate Diploma in Journalism with 12 years' experience may also apply. Persons having work experience in international/regional agencies would be an additional advantage. Proficiency in oral, written and communicative English and Bangla is essential. Age may be relaxed for highly deserving candidates.

B. Position	:	Librarian <i>[to be recruited from the citizens of Bangladesh]</i>
Age	:	35 (Thirty-five) years.
Duty Station	:	Dhaka, Bangladesh
Post Number	:	One (1)
Closing Date	:	20th April 2025 (at 12 p.m.)
Date of Joining	:	Thirty (30) days from the date of issue of offer letter.
Duration	:	Full time after satisfactory completion of the probationary period (One year)

Brief Job Description:

- Arrange survey/gather opinion to periodically review and update the need of the users.
- Keep liaison with the member countries, relevant institutions, donor and others and maintain exchange program materials, etc.
- Following appropriate standard, arrange computer aided plus traditional library maintenance and required services to the users.
- Procurement of books/journals/reports/thesis/micro-fiche/microfilms etc.
- Classification, accession, indexing and cataloguing of the library materials
- Maintain materials and exchange programmes with the Member Countries Institutions and national and international organizations.
- Provide various library services to the users and creating, updating library databases.
- Assist SPS/others staffs and the Director as and when needed and perform given assignments.
- Any other responsibility relevant to the Centre assigned by the Director.
- Dispatch SAC Publications to the different organizations and update the address as per requirement.

Academic Qualification and Experience:

Master's degree in Information science and Library Management with good academic record with minimum 8 years work experience in computerized library and information management. Proficiency in oral, written and communicative English and Bangla is essential. Should have decent personality to deal with the clients and good interpersonal skill. Persons having work experience in International/Regional agencies would be an additional advantage. Age may be relaxed for highly deserving candidate.

Salary and Allowances (CMO & Librarian):

1.	Salary Scale	US \$ 185-6x5-215 (EB) 7x5-250 (EB) US \$ 275-8x5-315 (EB) 10x5-365 (EB) US \$ 402-12x5-462 (EB) 14x5-532
2.	House Rent Allowance	50% of basic salary per month.
3.	Conveyance Allowance	US \$ 40.00 per month.
4.	Medical Allowance	US \$ 40.00 per month.
5.	Children Education Assistance	90% reimbursable of school Tuition Fees. US \$ 500.00 per year per child (Max. 2 child).
6.	Festival Allowance	Equivalent to one month's basic per annum.
7.	Other	As per SAARC Harmonized Rules.

General Information (s):

Candidates should have a clear understanding of the contemporary regional and global context and should be able to work independently in a mixed culture, team-work environment.

Application in English with complete “Curriculum Vitae” with two copies of recent passport size photographs, photocopies of all certificates and other documents should be submitted to **Director, SAARC Agriculture Centre, BARC Complex, Farmgate, Dhaka - 1215** within **20th April 2025 at 12:00 p.m.**

A short list for the interview of the applicants will be made as per approved criteria by the selection committee. A notice will be sent to the shortlisted candidates only for the interview. No any financial benefits such as travel allowances will be paid to the candidates appearing for the interview.

Please note that canvassing of any form will disqualify the candidature.