



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

VACANCY ANNOUNCEMENT

General Services Staff under SAARC Agriculture Centre (SAC)

Post	:	IT Manager (Software)
Number of Position	:	1 (One)
Age	:	Not more than 35 (Thirty five) years
Duty Station	:	Dhaka, Bangladesh
Closing Date	:	15th February 2024
Date of Joining	:	Thirty (30) days from the date of issue of offer letter.
Duration	:	Full time after one year probationary period

Professional Competence and Brief Job Description

- Maintain liaison and establish strong network in close collaboration with the Senior Program Specialist and pursue its rigorous development for timely and speedy data/information acquisition and transfer.
- Establish a common system for data storage, retrieval and access through electronic media and ensure its functionality.
- Collection, collation and constant updating of data/information in all areas of agriculture and related others both at the national and regional aggregate level.
- Select, analyse, code and structure database systems.
- Develop programs to cater the needs of the SAC divisions, maintenance and trouble shooting of hard and software for maximizing output and to support users need.
- Should be able to design web and maintain it, good command on LAN and WAN and working experience on installation and configuration of OS and application packages.
- Assess the data needs of the Centre.
- Design and implement the Management Information System (MIS) of respective Divisions of SAC.
- Organize training courses for the officials and staffs on computer application and ICT.
- Ensure timely production of reports, papers etc.
- Assist SPS and the Director as and when needed and as per assignment.
- Any other responsibility relevant to the programs of the centre.

Qualification and Experience required

M.S / M.Sc. in computer Science and Engineering or related subject with at least 5 (five) years practical experience or B.S / B.Sc. in computer Science and Engineering or related subject with at least 7 (seven) years practical experience. Should have experience in system design, programming, installation, operation, maintenance of data base system, LAN, WAN and web management in agricultural projects and programs.

Persons having work experience in international/regional agency would be an added advantage. Good command over spoken and written English and Bangla is required to perform the tasks with minimum supervision.

Preparation of presentation materials, report writing and communication with audiences in discussion forum, meetings and training sessions are the key prerequisites. Preference will be given to persons having work experience in related field in the National Agricultural Research and Extension System (NARES).

Age may relax in case of highly deserving candidates.

Salary and other Allowances:

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):

Application in English with complete "Curriculum Vitae" with two copies of recent passport size photographs, photocopies of all certificates (educational, birth, NID, etc.) and other documents are submitted to Director, SAARC Agriculture Centre, BARC Campus, Farmgate, Dhaka - 1215 within **15th February 2024**.

Above position to be recruited from the citizens of Bangladesh. Selection will be made as per approved criteria by a SAARC level selection committee constituted by the SAARC Secretariat. Interview letters may not be issued to under qualified and inexperienced candidates.

No T.A. and D.A will be paid for appearing in the test/interview.

Canvassing of any form will disqualify the candidature.

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