



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

VACANCY ANNOUNCEMENT

General Services Staff under SAARC Agriculture Centre (SAC)

Post	:	Senior Program Officer (Natural Resources Management)
Number of Position	:	1 (One)
Age	:	Not more than 45 (Forty five) years.
Duty Station	:	Dhaka, Bangladesh
Closing Date	:	30th April 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

Should be able to coordinate the activities of the Senior Program Specialist, maintaining liaison with the relevant agencies and ensure effective program implementation and management.

Establish linkage with the agencies in the region, preparing database, priority project proposals/document, preparation of work plan, progress and implementation report, managing workshop, seminar, symposium and training, etc. will be part of his/ her responsibility.

Ensure time bound production of necessary reports, synthesizing technical programs, analysing data preparation journal and popular articles, etc.
Any other responsibility relevant to the programs of the centre.

Qualification and Experience required

Ph.D. in Agriculture Sciences (Soil/Water/Agro-forestry/Irrigation or related subject) with at least 5 years of proven work experience related to the jobs to be performed or Master's degree with good academic record in the above disciplines with at least 8 years experiences.

Persons having work experience in international/regional agency/National Agricultural Research System (NARS)/Extension service/Universities with natural resource management would be an added advantage.

High competency in computer programs and good command over spoken and written English and Bangla is required to perform the tasks with minimum supervision. Preparation and presentation of materials, report writing and communication with audience in discussion forum, meetings and training sessions are the key prerequisites.

Age may relax in case of highly deserving candidates.

Salary and other Allowances (STO/SPO-NRM):

1.	Salary Scale	US \$ 241-6x5-271 (EB) 9x5-316(EB) US \$ 348-12x5-408 (EB) 14x5-478(EB) US \$ 526-16x5-606 (EB) 18x5-696
2.	House Rent Allowance	50% of basic salary per month.
3.	Conveyance Allowance	US \$ 50.00 per month.
4.	Medical Allowance	US \$ 50.00 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 and other documents (education, experiences, trainings, NID, etc.)* should be submitted to **Director, SAARC Agriculture Centre, BARC Complex, Farmgate, Dhaka - 1215** within **30th April 2024**. Position to be recruited from the citizen of Bangladesh.

Selection will be made as per approved criteria and procedure made by SAARC level selection committee.

Interview letters will be issued to the shortlisted candidates.

No TA and DA will be paid for appearing in the test/interview.

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

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