



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

VACANCY ANNOUNCEMENT

General Services Staff under SAARC Agriculture Centre (SAC)

Post	:	Senior Technical Officer
Age	:	Not more than 45 (Forty 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:

The Senior Technical Officer (STO) shall work as the Personal Staff of the Director to support in technical aspects with respect to the Centre's Programs and Projects. Besides, the STO will liaison with the Divisional heads of the Centre so as to ensure the smooth implementation of respective programs.

As the principal task of the STO is to assist the Director in technical matters, the candidate should have profound understanding of the nature of, and wider exposure to the programs, projects, and activities of the SAC and related experiences. Additionally, the candidate should possess reasonable experience and skills of policy advocacy, networking and coordination. Moreover, the candidate should ensure timely production of necessary reports, technical programs and presentation and any other responsibilities related to the Centre's programs.

Qualification and Experience:

Candidates should have PhD in Agricultural Science with at least 10 years work experience in a reputed Organizations dealing with multiple areas and disciplines or Master Degree in Agricultural Science/ Related Science with 12 years of work experience. However, preferences will be given to persons having work experience in the National Agricultural Research and Extension Systems (NARES).

He/She should have excellent command over written and spoken English and computer skills to prepare working paper, presentation materials, data analysis, reporting, etc. Also, the candidate should have inter-personal skills and team building capacity.

Age may relax in case of highly deserving candidates.

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	:	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

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) with at least 10 years of proven work experience related to the jobs to be performed or Masters degree with good academic record in the above disciplines with at least 12 years experiences.

Persons having work experience in international/ regional agency 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.

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

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 should be submitted to **Director, SAARC Agriculture Centre, BARC Complex, Farmgate, Dhaka - 1215** within **15th February 2024**.

Above positions to be recruited from the citizens 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.

All rights reserved by the authority.