



SAARC Agriculture Centre (SAC)

BARC Complex, Farmgate, Dhaka – 1215, Bangladesh

VACANCY ANNOUNCEMENT (2024)

General Services Staff under SAARC Agriculture Centre (SAC)

Post	:	Driver
Age	:	Not more than 30 (Thirty) years.
Duty Station	:	Dhaka, Bangladesh
Closing Date	:	20th October 2024
Date of Joining	:	Thirty (30) days from the date of issue of offer letter.
Duration	:	Full time after satisfactory completion of one year probationary Period.

Brief Job Description:

- Undertake journey in the allotted vehicles as instructed by the authority.
- Check vehicle daily to ensure that the vehicle is maintained in good condition like check oil, water, battery, breaks, etc.
- Perform minor and routine maintenance on assigned vehicles, identify and report maintenance problems to the reporting officer.
- Follow all rules and regulations in relation to the Bangladesh Road Transport Authority (BRTA) and ensure the safety of passengers through safe driving practices.
- Maintain the cleanliness of the interior and the exterior of the assigned vehicles.
- Make sure the prompt reporting to supervisor of any damage or repair needed to the assigned vehicle/maintaining of accident reports and informing the supervisor about any such incident.
- Managing delivery and pick-up schedules as directed by the reporting officer.
- Completing logbooks or trip reports as required and instructed by supervisor and provide logistic support wherever required.
- Have high regard and respect for teamwork. Sensitive to gender, race, religion, ethnicity etc.
- Perform other duties, as assigned.

Academic Qualification, Experience & others:

- SSC or equivalent qualification.
- Having valid Bangladeshi driving license with at least 5 years of driving experiences.
- Basic reading and writing skills in English and Bangla.

Salary and Allowances:

1.	Salary Scale	US \$ 143-5x5-168 (EB) 6x5-198(EB), US \$ 218-7x5-253 (EB) 8x5-293(EB) US \$ 323-9x5-368 (EB) 11x5-423
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 (education & experience) and other documents should be submitted to Director, SAARC Agriculture Centre, BARC Complex, Farmgate, Dhaka - 1215 within 20th October 2024.

A short list for the interview of the applicants will be made as per approved criteria by the internal 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.

Application called only for Bangladeshi nation.

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