



## **SAARC Agriculture Centre (SAC)**

BARC Complex, Farmgate, Dhaka – 1215, Bangladesh

### **VACANCY ANNOUNCEMENT (2024)**

#### **General Services Staff under SAARC Agriculture Centre (SAC)**

Post	:	<b>Senior Program Officer (Publication)</b>
Age	:	Not more than 45 (Forty-five) years.
Duty Station	:	Dhaka, Bangladesh
Closing Date	:	<b>20<sup>th</sup> October 2024</b>
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:**

The Senior Program Officer (SPO)- Publication, 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.

This requires regular collection, synthesis, appropriately packaging, and dissemination of information on wide range of issues of the agriculture and allied sectors from the entire region as well as management of information repositories in the Centre.

The SPO is responsible for producing quality information materials in English medium in the forms of publication, audio-visual or webpages. The candidates thus require to effectively handle editing and quality assurance works. This include but not limited to,

- pre-publication evaluation of the manuscripts, administrative and financial approval for the materials to be published.
- prepare cost estimates; arrange to invite tenders; process, examine and scrutinize tender papers.
- maintain liaison with the printing presses and ensure quality printing works.
- make arrangement for payment of the printing bills,
- determine appropriate audiences of the information materials and arrange for dissemination
- having a good number of publications both scientific and popular.

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

#### **Academic Qualification and Experience:**

An advanced university degree in Agriculture (e.g. Agricultural Extension) / Mass Communication / Library Science / English with at least 8 years of progressive work experience in the relevant field. Preference will be given to persons having work experience in related field in the National Agricultural Research/Extension System. Persons having work experience in international/regional agencies would be an additional advantage.

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

**Salary and Allowances:**

1.	<b>Salary Scale</b>	US \$ 241-6x5-271 (EB) 9x5-316(EB) US \$ 348-12x5-408 (EB) 14x5-478(EB) US \$ 526-16x5-606 (EB) 18x5-696
2.	<b>House Rent Allowance</b>	50% of basic salary per month.
3.	<b>Conveyance Allowance</b>	US \$ 50.00 per month.
4.	<b>Medical Allowance</b>	US \$ 50.00 per month.
5.	<b>Children Education Assistance</b>	90% reimbursable of school Tuition Fees. US \$ 500.00 per year per child (Max. 2 child)
6.	<b>Festival Allowance</b>	Equivalent to one month's basic per annum.
7.	<b>Other</b>	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 academic and experience certificates 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 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 candidature.**