



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

VACANCY ANNOUNCEMENT (2023)

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	:	30 April 2023
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. STO will also ensure timely publications of the documents as per planned.

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. Additionally, the candidate should possess reasonable experience and skills of policy advocacy and coordination.

Qualification and Experience:

Candidates should have PhD in Agricultural Science with at least 10 years working experience in large organizations dealing with multiple areas and disciplines or Master Degree in Agricultural Science/ Science with 12 years of working 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 etc. Also, the candidate should have sound inter-personal skill.

Salary and other Allowances:

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 **30th April 2023**.

Selection will be made as per approved criteria by a 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.