



SAARC Agriculture Centre (SAC)

BARC Complex, New Airport Road
Farmgate, Dhaka – 1215, Bangladesh

VACANCY ANNOUNCEMENT

Professional Position under SAARC Agriculture Centre (SAC)

Post	:	Senior Program Specialist (Horticulture)
Age	:	Not more than 50 (Fifty) years.
Duty Station	:	Dhaka, Bangladesh
Closing Date	:	5 th March 2026
Date of Joining	:	Sixty (60) days from the date of issue of offer letter
Duration	:	3 years

Qualification and Experience:

PhD in Horticulture with 12 years experience or Master's Degree with 15 years experience.

Professional Competence:

Person should be specialized in the field of Horticultural program development, implementation and management aspects, coordinating and monitoring regional adaptive trial, project activities analyzing impact of climate change, seed system, value chain development, marketing and quality standards of Horticultural products and preparing quality scientific and popular article.

Brief Job Description:

Initiate program/project/activities in line with set priorities in the areas of Horticulture in particular and other related areas to accomplish the responsibility of the division under the guidance of Director.

Prioritize programs based on country/ regional needs in the field of Horticulture along with management and risk issues in SAARC countries.

Maintain linkage with national, regional and international institutes for effective planning and implementation of the Centre's program through networking.

Collect necessary relevant data, analyze, translate into information, document and disseminate for the end users like farmer, entrepreneurs, and policy planners.

Ensure proper implementation of divisional activities/works, their monitoring, evaluation and reporting in appropriate form, production of necessary technical reports, annual reports, policy input etc. on timely basis.

Provide necessary support and cooperation to other divisions of the Centre for successful implementation of the program/ activities of the Centre.

Assist the Director; and extend necessary cooperation to other divisions.

Any other responsibility relevant to the Centre's programs.

Allowances, facilities and benefits:

The sending Member Government shall continue to pay salaries of the Professional staff of the SAARC Regional Centres and shall bear all costs associated with the joining and return passage of the Professional staff and of their accompanying entitled family members and transportation of personal effects, including packing, handling and insurance charges in accordance with their respective rules and regulations. In addition, he/she will receive from the SAC the following allowances:

1.	Living Allowance	US \$ 1,225.00 (US Dollar One Thousand Two Hundred Twenty five) only per month (50 % in US Dollar & 50 % in BD Taka). In addition, 10% of living allowance will be added in the present living allowance based on the decision of the Fifty-ninth Session of the Programming Committee which may be revised as per direction of SAARC Secretariat.
2.	Daily Allowance in lieu of House rent allowance	In the absence of residential accommodation on first arrival per diem in lieu of house rent allowance @ US Dollar 150. 00 (One hundred and Fifty dollar) per day up to a maximum of 21 days for hotel accommodation. An accompanying spouse and up to two of the dependent children below the age of 21 years will get 50 per cent of Daily Allowance. The Daily Allowance applicable for SAARC capitals are at Appendix- A. <i>(Not applicable for professionals from Bangladesh)</i>
3.	Residential Accommodation	Professional Staff of the Regional Centre's are presently entitled to unfurnished accommodation within the rental ceiling of US \$ 637.00 (US Dollar Six Hundred and Thirty seven) only in equivalent local currency of Taka per month. The Regional Centers shall try to find and finalize lease deed for suitable accommodation within this period of time. In case a suitable accommodation is not available within this period, the actual cost of hotel accommodation may be reimbursed to the professional staff subject to his /her entitled rental ceiling.
4.	Furniture Grant	The Professional Staff shall be entitled to an one-time lump-sum furnishing/settlement grant of US \$ 2,000.00 (US Dollar Two Thousand) only.
5.	Children's Education Allowance	Professional Staff shall be entitled to reimbursement of 90% of school Tuition Fees including Admission, Registration and other compulsory charges subject to an annual ceiling of US\$ 1,500.00 per child for a maximum of two children between the age of 5 to 21 years i.e. children up to Grade XII / A-Level on presentation of actual receipt.
6.	Medical Allowance	Professional staff shall be entitled to reimbursement of actual expenses on medical treatment for self, spouse and dependent children subject to an annual ceiling of US \$ 1,500.00 including 80% reimbursement of hospitalization charges. No reimbursement shall be made for medicines purchased without doctor's prescription and on optical frames/glasses/lenses, dental treatments like- dentures, scaling, and surgeries for the purposes of beautification, health care products and health foods.
7.	Home Leave Allowance	Professional Staff shall be entitled to Home Leave Passage for Economy class for self, spouse and two dependent children once in their tenure and only after completing 18 months of continuous service. No daily allowance or any expenditure on account of stop - over and transfer charges from and to airport shall be entitled. <i>(Not applicable for professionals from Bangladesh)</i>
8.	Other(s)	All other entitlements will be born as per SAARC Harmonize rules.

Common requirements:

1. Clear understanding on the regional and global context is essential.
2. Shall be able to work in a mixed culture and in a team.
3. Shall have proven background and proficiency in written as well as communicative English.
4. Competence in computer use is required and to be able to work independently and to produce result-oriented quality output.
5. Assist the Director in all activities and carry out assignments.
6. Any other responsibility relevant to the Centre programs.

General Information:

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

Must obtain minimum 2nd class/ division in all stages of academic records.

Age may be relaxed for highly deserving candidates.

Applications in prescribed form (available at the SAARC Division of Foreign / External Affairs Ministry of SAARC Member Countries and also at the SAC web site: www.sac.org.bd duly filled in by the applicant and recommended by the competent authorities should reach to the Director, SAARC Agriculture Centre (SAC), Farmgate, Dhaka - 1215, Bangladesh through ministry of foreign/external affairs of the respective member countries no later than **5th March 2026**.