

Government of the People's Republic of Bangladesh
Ministry of Foreign Affairs
SAARC & BIMSTEC Wing
SAARC Section
Dhaka

জাল	সদ বিভাগ
সি.সি.সি.সি.	সদ
ডায়েরী নং	১৭৫
তারিখ:	২২/১২/১৮
অতিরিক্ত সচিব (উন্নয়ন)	
অতিরিক্ত সচিব (প্রশাসন)	
অতিরিক্ত সচিব (অপারেশন)	
অতিরিক্ত সচিব (পরিকল্পনা)	
যুগ্ম-সচিব-প্রশাসন/অপারেশন/উন্নয়ন	
পিএস	
সচিব	

09 December 2018

Subject: Request for advertising 'Vacancy Announcement' for three (03) posts in SAARC Energy Centre (SEC).

Ref: i) SAARC Secretariat's Note Verbale no. SAARC/ETS/SEC/2017, dated 05 November 2018

With reference to above, the undersigned is directed to inform that SAARC Energy Centre (SEC) has announced 'Vacancy Announcement' for the following three (03) posts:


- i. Programme Leader (Technology Transfer)
- ii. Research Fellow (Energy Trade)
- iii. Communication Specialist

02. The SAARC Secretariat has requested to take necessary measures to upload the vacancy announcement in the following websites of relevant Ministry(ies) and offices, and relevant professional organizations/bodies/institutions.

03. In view of the above, it would be highly appreciated if the vacancy announcement is posted/uploaded in the relevant websites for wider circulation.

Encl. As stated



অতিরিক্ত সচিব (উন্নয়ন)-এর দপ্তর
যুগ্ম-সচিব (উন্নয়ন) (পরিকল্পনা)
ব্যক্তিগত কর্মকর্তা
ডায়েরী নং
তারিখ: ২২/১২/২০১৮
১৩-১২-১৮
অতিরিক্ত সচিব (উন্নয়ন)


০৯.১২.২০১৮

Tanmoy Majumder
Senior Assistant Secretary (SAARC)
Tel: 9556327, Fax: 9558400
E-mail: assaarc@mofa.gov.bd

Distribution (not according to seniority)

1. Secretary, Power Division, Ministry of Power, Energy and Mineral Resources, Bangladesh Secretariat, Dhaka
2. Secretary, Energy and Mineral Resources Division, Ministry of Power, Energy and Mineral Resources, Bangladesh Secretariat, Dhaka


জান্নাতুল হক

১৯/১২/১৮
Petroleum, RPC, BERG
G.S.B, Hydrocarbon

উন্নয়ন-১ শাখা
ডায়েরী নং
তারিখ: ২৬/১২/১৮



SAARC ENERGY CENTRE (SEC)
ISLAMABAD, PAKISTAN

Vacancy Announcement

Applications for the following positions are invited from the Nationals of SAARC Member States (Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan and Sri Lanka) for appointment at the SEC, Islamabad, Pakistan.

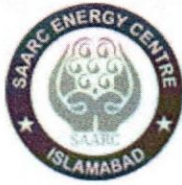
a.	Programme Leader (Technology Transfer)
b.	Research Fellow (Energy Trade)
c.	Communication Specialist

General Instructions, Terms of Reference (TORs) and Prescribed Application Form for the above-mentioned positions are available on the SEC website, i.e. www.saarcenergy.org/opportunities. Application should be sent by email to jobs@saarcenergy.org followed by hard copies forwarded through respective Governments Ministry of Foreign/ External Affairs (along with Scanned copies of supporting documents/testimonials). Please send your applications before **Monday, December 31, 2018**.

DIRECTOR

SAARC Energy Centre,
H. No. 697, St. No. 43, NPF
Sector E-11/4, Islamabad 44000 – Pakistan
Ph: 051-2228804, Fax: 051-2221937
E-mail: jobs@saarcenergy.org
Website: www.saarcenergy.org

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South Asian Association for Regional Cooperation (SAARC)
SAARC ENERGY CENTRE (SEC)
House No. 697, Street 43, E-11/4
National Police Foundation
Islamabad – Pakistan

Application Form for Professional Staff

Position applied for: Communication Specialist

1. Name (as per certificates)

2. Present Postal Address

3. Mailing Address (If different than the present address)

4. Permanent Postal Address

5. Email Id: _____

Cell No. _____

6. (a) Place of Birth

(b) Date of Birth

Day Month Year

7. (a) Citizenship at Birth

(b) Present Citizenship

8. Gender (Please check one):

Male

Female

9. Marital Status (Please check one):

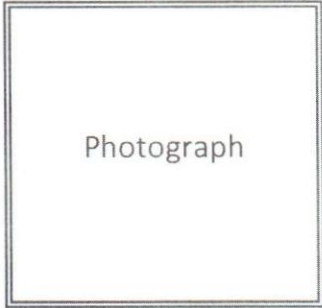
Married

Single

Widowed

Divorced

Separated



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10. Do you have any dependants? Yes No

In case, answer is "Yes", please provide the following information:

Name	Date of Birth	Relationship

11. Have you ever taken up legal residence status in any country other than that of your nationality?

Yes No

In case, answer is "Yes", which country:

12. Have you ever taken any legal steps towards changing your present nationality?

Yes No

If answer is "Yes", please provide details:

13. Academic Qualifications (Please furnish details):

A. General Education: University/College Level

Name and Place of Institution	Degree/Diploma	Duration	Year	Major Subject(s)

B. Professional/Computer Education

Name and Place of Institution	Degree/Diploma	Year	Duration	Fields of study

14. State your professional competence in the field of Energy.

15. Language Proficiency (Please check appropriate columns)

Language	Read			Write			Speak		
	Excellent	Good	Fair	Excellent	Good	Fair	Excellent	Good	Fair
English									

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16. Working Experience

A. Experience in energy related assignments

Name & address of the organisation	Position	Period	Nature of work

B. Experience in International/Regional Organisation (if any)

Name & address of the organisation	Position	Period	Nature of work

17. Member of professional institution(s) and relevant activities

18. Author of publications in the relevant field (Please attach or quote reference(s) of Journal(s), Book(s), etc.)

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19. Employment Record (Starting with your present or most recent position. List every employment position during the last ten years and any significant experience not included in that period which, you believe, may be helpful in evaluating your record. Use a separate block for each position. Use additional sheets of paper, if required.):

A. Exact title of position	Period		Monthly Salary*		
	From	To	Starting	Present	Allowances

* Indicate currency of the salary

Name of Supervisor	Number and kind of employees supervised by you	Duty Station

Name and Address of Employer

Description of your work

Reason(s) for leaving, if applicable.

B. Exact title of position	Period		Monthly Salary*		
	From	To	Starting	Present	Allowances

* Indicate currency of the salary

Name of Supervisor	Number and kind of employees supervised by you	Duty Station

Name and Address of Employer

Description of your work

Reason(s) for leaving, if applicable.

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C. Exact title of position	Period		Monthly Salary*		
	From	To	Starting	Present	Allowances

* Indicate currency of the salary

Name of Supervisor	Number and kind of employees supervised by you	Duty Station

Name and Address of Employer

Description of your work

Reason(s) for leaving, if applicable.

20. Do you have any objections in making inquires with your present employer?

 Yes No

21. References (List three persons not related to you who are familiar with your character and qualifications.)

Full Name	Postal & email addresses	Occupation

22. Legal Convictions (include all convictions other than those for minor violations of road traffic rules and regulations).

Charge	Date	Where tried	Conviction

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23. Please state information regarding any residence or prolonged travel abroad, providing dates, areas, purposes, etc.

24. Please state any disabilities which might limit your field work (final appointment is subject to physical examination).

I certify that the statements made by me in this Application Form are true, complete and correct to the best of my knowledge and belief. I understand that any false statement or any required information withheld in this document may provide grounds for the withdrawal of offer of appointment or dismissal, even if an appointment has already been made and accepted.

Date: _____
 dd *month* *yyyy*

Signature: _____

INSTRUCTIONS: Please fill up this Application Form completely and clearly. Type or print in ink and dispatch through proper channel. If required, additional pages may be used. Be sure to post your signature and date on this Form.

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CERTIFICATE FROM THE CANDIDATE'S EMPLOYER

I do hereby certify that Dr./Mr./Ms./Mrs. _____

Designation _____ Department _____

shall be released on deputation to join the SAARC Energy Centre (SEC), Islamabad, Pakistan as per stipulated date if he/she is appointed as _____ by the SAARC Energy Centre (SEC), Islamabad, Pakistan.

Date: _____

Signature: _____

Name: _____

Address: _____

Officer Seal

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CERTIFICATE FROM THE CONCERNED MINISTRY

I do hereby certify that Dr./Mr./Ms./Mrs. _____

_____ of the Ministry of _____

shall be released on deputation to join the SAARC Energy Centre, Islamabad, Pakistan per stipulated date if he/she is appointed as _____ by the SAARC Energy Centre (SEC), Islamabad, Pakistan.

Date: _____

Signature: _____

Name: _____

Address: _____

Officer Seal

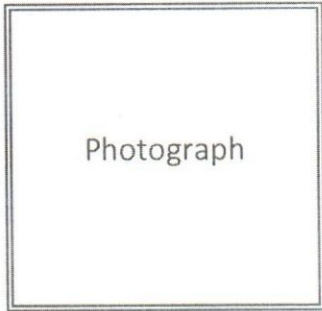
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South Asian Association for Regional Cooperation (SAARC)
SAARC ENERGY CENTRE (SEC)
 House No. 697, Street 43, E-11/4
 National Police Foundation
 Islamabad – Pakistan

Application Form for Professional Staff

Position applied for: Programme Leader (Technology Transfer)



1. Name (as per certificates)

2. Present Postal Address

3. Mailing Address (If different than the present address)

4. Permanent Postal Address

5. Email Id: _____ Cell No. _____

6. (a) Place of Birth (b) Date of Birth

Day Month Year

7. (a) Citizenship at Birth (b) Present Citizenship

8. Gender (Please check one): Male Female

9. Marital Status (Please check one):

Married Single Widowed Divorced Separated

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10. Do you have any dependants? Yes No

In case, answer is "Yes", please provide the following information:

Name	Date of Birth	Relationship

11. Have you ever taken up legal residence status in any country other than that of your nationality?

Yes No

In case, answer is "Yes", which country:

12. Have you ever taken any legal steps towards changing your present nationality?

Yes No

If answer is "Yes", please provide details:

13. Academic Qualifications (Please furnish details):

A. General Education: University/College Level

Name and Place of Institution	Degree/Diploma	Duration	Year	Major Subject(s)

B. Professional/Computer Education

Name and Place of Institution	Degree/Diploma	Year	Duration	Fields of study

14. State your professional competence in the field of Energy.

15. Language Proficiency (Please check appropriate columns)

Language	Read			Write			Speak		
	Excellent	Good	Fair	Excellent	Good	Fair	Excellent	Good	Fair
English									

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16. Working Experience

A. Experience in energy related assignments

Name & address of the organisation	Position	Period	Nature of work

B. Experience in International/Regional Organisation (if any)

Name & address of the organisation	Position	Period	Nature of work

17. Member of professional institution(s) and relevant activities

18. Author of publications in the relevant field (Please attach or quote reference(s) of Journal(s), Book(s), etc.)

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19. Employment Record (Starting with your present or most recent position. List every employment position during the last ten years and any significant experience not included in that period which, you believe, may be helpful in evaluating your record. Use a separate block for each position. Use additional sheets of paper, if required.):

A. Exact title of position	Period		Monthly Salary*		
	From	To	Starting	Present	Allowances

* Indicate currency of the salary

Name of Supervisor	Number and kind of employees supervised by you	Duty Station

Name and Address of Employer

Description of your work

Reason(s) for leaving, if applicable.

B. Exact title of position	Period		Monthly Salary*		
	From	To	Starting	Present	Allowances

* Indicate currency of the salary

Name of Supervisor	Number and kind of employees supervised by you	Duty Station

Name and Address of Employer

Description of your work

Reason(s) for leaving, if applicable.

C. Exact title of position	Period		Monthly Salary*		
	From	To	Starting	Present	Allowances

* Indicate currency of the salary

Name of Supervisor	Number and kind of employees supervised by you	Duty Station

Name and Address of Employer

Description of your work

Reason(s) for leaving, if applicable.

20. Do you have any objections in making inquires with your present employer?

Yes

No

21. References (List three persons not related to you who are familiar with your character and qualifications.)

Full Name	Postal & email addresses	Occupation

22. Legal Convictions (include all convictions other than those for minor violations of road traffic rules and regulations).

Charge	Date	Where tried	Conviction

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23. Please state information regarding any residence or prolonged travel abroad, providing dates, areas, purposes, etc.

24. Please state any disabilities which might limit your field work (final appointment is subject to physical examination).

I certify that the statements made by me in this Application Form are true, complete and correct to the best of my knowledge and belief. I understand that any false statement or any required information withheld in this document may provide grounds for the withdrawal of offer of

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CERTIFICATE FROM THE CANDIDATE'S EMPLOYER

I do hereby certify that Dr./Mr./Ms./Mrs. _____

Designation _____ Department _____

shall be released on deputation to join the SAARC Energy Centre (SEC), Islamabad, Pakistan as per stipulated date if he/she is appointed as _____ by the SAARC Energy Centre (SEC), Islamabad, Pakistan.

Date: _____

Signature: _____

Name: _____

Address: _____

Officer Seal

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CERTIFICATE FROM THE CONCERNED MINISTRY

I do hereby certify that Dr./Mr./Ms./Mrs. _____

_____ of the Ministry of _____

shall be released on deputation to join the SAARC Energy Centre, Islamabad, Pakistan per stipulated date if he/she is appointed as _____ by the SAARC Energy Centre (SEC), Islamabad, Pakistan.

Date: _____

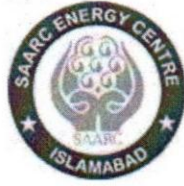
Signature: _____

Name: _____

Address: _____

Officer Seal

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South Asian Association for Regional Cooperation (SAARC)
SAARC ENERGY CENTRE (SEC)
 House No. 697, Street 43, E-11/4
 National Police Foundation
 Islamabad – Pakistan

Application Form for Professional Staff

Position applied for: Research Fellow (Energy Trade)

1. Name (as per certificates)

2. Present Postal Address

3. Mailing Address (If different than the present address)

4. Permanent Postal Address

5. Email Id: _____

Cell No. _____

6. (a) Place of Birth

(b) Date of Birth

_____ / _____ / _____
 Day Month Year

7. (a) Citizenship at Birth

(b) Present Citizenship

8. Gender (Please check one):

Male

Female

9. Marital Status (Please check one):

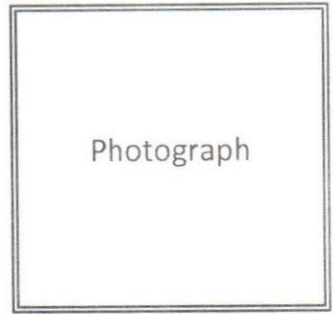
Married

Single

Widowed

Divorced

Separated



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10. Do you have any dependants? Yes No

In case, answer is "Yes", please provide the following information:

Name	Date of Birth	Relationship

11. Have you ever taken up legal residence status in any country other than that of your nationality?

Yes No

In case, answer is "Yes", which country:

12. Have you ever taken any legal steps towards changing your present nationality?

Yes No

If answer is "Yes", please provide details:

13. Academic Qualifications (Please furnish details):

A. General Education: University/College Level

Name and Place of Institution	Degree/Diploma	Duration	Year	Major Subject(s)

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B. Professional/Computer Education

Name and Place of Institution	Degree/Diploma	Year	Duration	Fields of study

14. State your professional competence in the field of Energy.

15. Language Proficiency (Please check appropriate columns)

Language	Read			Write			Speak		
	Excellent	Good	Fair	Excellent	Good	Fair	Excellent	Good	Fair
English									

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16. Working Experience

A. Experience in energy related assignments

Name & address of the organisation	Position	Period	Nature of work

B. Experience in International/Regional Organisation (if any)

Name & address of the organisation	Position	Period	Nature of work

17. Member of professional institution(s) and relevant activities

18. Author of publications in the relevant field (Please attach or quote reference(s) of Journal(s), Book(s), etc.)

6/29

19. Employment Record (Starting with your present or most recent position. List every employment position during the last ten years and any significant experience not included in that period which, you believe, may be helpful in evaluating your record. Use a separate block for each position. Use additional sheets of paper, if required.):

A. Exact title of position	Period		Monthly Salary*		
	From	To	Starting	Present	Allowances

* Indicate currency of the salary

Name of Supervisor	Number and kind of employees supervised by you	Duty Station

Name and Address of Employer

Description of your work

Reason(s) for leaving, if applicable.

B. Exact title of position	Period		Monthly Salary*		
	From	To	Starting	Present	Allowances

* Indicate currency of the salary

Name of Supervisor	Number and kind of employees supervised by you	Duty Station

Name and Address of Employer

Description of your work

Reason(s) for leaving, if applicable.

C. Exact title of position	Period		Monthly Salary*		
	From	To	Starting	Present	Allowances

* Indicate currency of the salary

Name of Supervisor	Number and kind of employees supervised by you	Duty Station

Name and Address of Employer

Description of your work

Reason(s) for leaving, if applicable.

20. Do you have any objections in making inquires with your present employer?

 Yes

 No

21. References (List three persons not related to you who are familiar with your character and qualifications.)

Full Name	Postal & email addresses	Occupation

22. Legal Convictions (include all convictions other than those for minor violations of road traffic rules and regulations).

Charge	Date	Where tried	Conviction

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23. Please state information regarding any residence or prolonged travel abroad, providing dates, areas, purposes, etc.

24. Please state any disabilities which might limit your field work (final appointment is subject to physical examination).

I certify that the statements made by me in this Application Form are true, complete and correct to the best of my knowledge and belief. I understand that any false statement or any required information withheld in this document may provide grounds for the withdrawal of offer of appointment or dismissal, even if an appointment has already been made and accepted.

Date: _____
 dd *month* *yyyy*

Signature: _____

INSTRUCTIONS: Please fill up this Application Form completely and clearly. Type or print in ink and dispatch through proper channel. If required, additional pages may be used. Be sure to post your signature and date on this Form.

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CERTIFICATE FROM THE CANDIDATE'S EMPLOYER

I do hereby certify that Dr./Mr./Ms./Mrs. _____

Designation _____ Department _____

shall be released on deputation to join the SAARC Energy Centre (SEC), Islamabad, Pakistan as per stipulated date if he/she is appointed as _____ by the SAARC Energy Centre (SEC), Islamabad, Pakistan.

Date: _____

Signature: _____

Name: _____

Address: _____

Officer Seal

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CERTIFICATE FROM THE CONCERNED MINISTRY

I do hereby certify that Dr./Mr./Ms./Mrs. _____

_____ of the Ministry of _____

shall be released on deputation to join the SAARC Energy Centre, Islamabad, Pakistan per stipulated date if he/she is appointed as _____ by the SAARC Energy Centre (SEC), Islamabad, Pakistan.

Date: _____

Signature: _____

Name: _____

Address: _____

Officer Seal



POSITION:- **COMMUNICATIONS SPECIALIST**

Job responsibilities include:

- Provide the Director SEC with write-ups on specific topics pertaining to energy in SAARC Member States;
- Efficiently and quickly coordinate all communication related activities pertaining to internal and external stakeholders of SEC;
- Maintain and regularly update the SEC website and social media platforms, as well as the SEC activity calendar;
- Plan, write, prepare and/or review press releases and articles to be included in SEC newsletter and other publications;
- Research, interview, write, edit, proof-read and distribute content for electronic media and print communication;
- Conduct interviews, and write articles and speeches on the development in energy sector of South Asia;
- Maintain a detailed repository of press releases and articles;
- Conduct periodic surveys among the member states utilizing web-based tools;
- Participate in the setting-up and preparation of all SEC sponsored events;
- Assist Professional Staff as required, especially in editing and composing technical reports;
- Any other assignment(s) delegated by the Director or an Officer authorized by him in this regard.

Qualification and Experience:

- Masters Degree (16-year education) preferably in Information Technology / Mass Communication / Journalism.
- Additional Qualification in Management Sciences will be an added advantage;
- At least 5 years' experience in a reputable national and international organization(s) is preferred.
- Ability to understand the energy and environment technical context.
- Ability to maintain strong presence on social media



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- Ability to produce high quality reports, carry-out comparative analysis of publications, consolidate information and make solid recommendations;
- Have strong initiative, self-motivation, and ability to effectively work in a multicultural environment;
- Ability to lead a small team to deliver results;
- Possess excellent interpersonal and communication skills;
- Excellent command of written and verbal English;
- Proficiency in standard application software such as MS Word, MS Excel, MS PowerPoint, MS Project.

Duty Station:

The selected candidate will be stationed in Islamabad, Pakistan.

Tenure:

The selected candidate will serve SEC for a period of three years, **which may be extended in exceptional circumstances, to a maximum period not exceeding three years.**

Allowances, Facilities and Benefits:

As per SAARC harmonized rules, if selected as a **Communication Specialist**, the applicant should be on deputation and his/her salary will be protected by the sending Government of the Member State. Deputation of officials at Regional Centres will not affect their promotion and seniority prospects in their service at home. **The selected professionals will be eligible for the following allowances:**

Living Allowance:

Communication Specialist will be entitled to living allowance of USD 1,253 (50% in US Dollar & 50% in Pak Rupees) per month.

Accommodation Allowance:

Communication Specialist will be entitled to unfurnished accommodation within the rental ceiling of USD 708 (Payable in Pak Rupees).

Furnishing/Settlement Grant:

The Professional staff shall be entitled to a one-time lump-sum furnishing/settlement grant of USD 2,000 on first arrival (payable in Pak Rupees).

Children's Education Allowance:

Reimbursement of 90% of school tuition fees, including Admission, Registration and other compulsory charges, subject to an annual ceiling of USD 1,500 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.



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Reimbursement shall be made on presentation of actual receipt(s) from the concerned educational institutions.

Medical Coverage:

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 USD 1,500 including 80% reimbursement of hospitalization charges.

Home Leave Passage:

Professional staff appointed from Member States other than the host country shall be entitled to return economy class Air Ticket for self, spouse and two children once in 3 years after completion of 18 months of continuous service at the Centre.

Emergency Passage:

Professional staff appointed from Member States other than the host country shall be entitled to emergency passage once in their entire term, in case of death of an immediate family member (spouse, parents, children and spouse's parents) of the official.

Telephone:

Professional Staff shall be entitled to use telephone at their residences, up to USD 20 per month.



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POSITION-: PROGRAMME LEADER (TECHNOLOGY TRANSFER)

Job responsibilities include:

- Undertake independent and high-quality research & analysis as well as lead a small group of researchers;
- Assist the Director SEC with research proposals and conduct analysis on specific topics pertaining to Technology Transfer;
- Interact with policy-makers at regional level and manage stakeholder's engagement processes;
- Communicate effectively with stakeholders;
- Prepare and implement the programme activities related to Technology Transfer;
- Organize, participate and/or make presentations at workshops and conferences hosted by the SAARC Energy Centre.
- Any other assignment(s) given by Director.

Qualification and Experience:

- Bachelors of Engineering or Masters of Science (16 years' education) in energy related field;
- Twelve years qualification experience in energy and environment related organizations preferably in R&D and energy technology development. Professionals possessing higher or meritorious academic qualification will be preferred;
- Maximum age not more than 50 years at the time of applying.
- Motivation to do research and ability to work independently. Strong analytical abilities as demonstrated by academic achievements and other personal accomplishments;
- Ability to structure strategic analyses, perform synthesis, lead small research group, make recommendations and prepare quality technical reports;
- Have strong initiative, self-motivation, and ability to effectively work in a multicultural environment;
- Ability to lead a small team to deliver commitments;
- Possess excellent communication skills in English both verbal and written;



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- Well versed with modern IT tools and Computer software packages)

Terms & Conditions:

Duty Station:

The selected candidate will be stationed in Islamabad, Pakistan.

Tenure:

The selected candidate will serve SEC for a period of three years, **which may be extended in exceptional circumstances, to a maximum period not exceeding three years.**

Allowances, Facilities and Benefits:

As per SAARC harmonized rules, if selected as **Programme Leader (TT)**, the applicant should be on deputation and his/her salary will be protected by the sending Government of the Member State. Deputation of officials at Regional Centres will not affect their promotion and seniority prospects in their service at home.

The selected professionals will be eligible for the following allowances:

Living Allowance:

Programme Leader (TT) shall be entitled to living allowance of USD 1,437 (50% in US Dollar & 50% in Pak Rupees) per month.

Accommodation Allowance:

Programme Leader (TT) shall be entitled to unfurnished accommodation within the rental ceiling of USD 735 (payable in Pak Rupees).

Furnishing / Settlement Grant:

The **Programme Leader (TT)** shall be entitled to a one-time lump-sum furnishing / settlement grant of USD 2,000 on first arrival only (payable in Pak Rupees).

Children's Education Allowance:

Reimbursement of 90% of school tuition fees, including Admission, Registration and other compulsory charges, subject to an annual ceiling of USD 1,500 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. Reimbursement shall be made on presentation of actual receipt(s) from the concerned educational institutions.

Medical Coverage:

Programme Leader (TT) shall be entitled to reimbursement of actual expenses on medical treatment for self, spouse and dependent children, subject to an annual ceiling of USD 1,500 including 80% reimbursement of hospitalization charges.



Home Leave Passage:

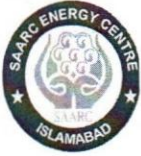
Programme Leader (TT) appointed from Member States other than the host country shall be entitled to return economy class Air Ticket for self, spouse and two children once in 3 years after completion of 18 months of continuous service at the Centre.

Emergency Passage:

Programme Leader (TT) appointed from Member States other than the host country shall be entitled to emergency passage once in their entire term, in case of death of an immediate family member (spouse, parents, children and spouse's parents) of the official.

Telephone:

Programme Leader (TT) shall be entitled to use telephone at their residences, up to USD 20 per month



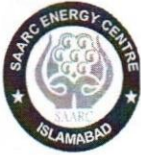
POSITION: RESEARCH FELLOW (ENERGY TRADE)

Job responsibilities include:

- Analyze the relationship between the opportunities for energy trade and energy security in the region;
- Undertake research and analysis of aspects relating to Energy Trade in SAARC region and make policy recommendations for workable solutions.
- Facilitate the expansion of SAARC regional Energy Trade by undertaking scenario-building exercises and conducting comprehensive integrated analyses;
- Assist in preparation and implementation of programme activities related to energy trade and organization of workshops, seminars and conferences hosted by the SAARC Energy Centre and;
- Any other assignment(s) delegated by Director or any officer authorized by the Director.

Qualification and Experience:

- Bachelors of Engineering in energy related fields. Preference will be given to applicants with relevant higher qualification.
- Minimum 2 years post qualification experience in energy related national and international organization dealing in energy efficiency and conservation.
- Maximum age not more than 55 years at the time of applying.
- Motivation to do research and ability to work independently. Strong analytical abilities as demonstrated by academic achievements and other personal accomplishments;
- Ability to structure strategic analyses, make recommendations and prepare quality reports;
- Have strong initiative, self-motivation, and ability to effectively work in a multicultural environment;
- Possess excellent communication skills in English both verbal and written;
- Skills in appropriate computer software packages.



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Terms & Conditions:

Duty Station:

The selected candidate will be stationed in Islamabad, Pakistan.

Tenure:

The selected candidate will serve SEC for a period of three years, **which may be extended in exceptional circumstances, to a maximum period not exceeding three years.**

Allowances, Facilities and Benefits:

As per SAARC harmonized rules, if selected as **Research Fellow (ET)** the applicant should be on deputation and his/her salary will be protected by the sending Government of the Member State. Deputation of officials at Regional Centres will not affect their promotion and seniority prospects in their service at home.

The selected professionals will be eligible for the following allowances:

Living Allowance:

Research Fellow (ET) shall be entitled to living allowance of USD 1,253 (50% in US Dollar & 50% in Pak Rupees) per month.

Accommodation Allowance:

Research Fellow (ET) shall be entitled to unfurnished accommodation within the rental ceiling of USD 705 (payable in Pak currency).

Furnishing / Settlement Grant:

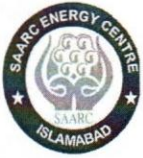
The **Research Fellow (ET)** shall be entitled to a one-time lump-sum furnishing / settlement grant of USD 2,000 on first arrival only.

Children's Education Allowance:

Reimbursement of 90% of school tuition fees, including Admission, Registration and other compulsory charges, subject to an annual ceiling of USD 1,500 per child for a maximum of two children between the age of 4 to 21 years i.e. children up to Grade XII/A-level. Reimbursement shall be made on presentation of actual receipt(s) from the concerned educational institutions.

Medical Coverage:

Research Fellow (ET) shall be entitled to reimbursement of actual expenses on medical treatment for self, spouse and dependent children, subject to an annual ceiling of USD 1,500 including 80% reimbursement of hospitalization charges.



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Home Leave Passage:

Research Fellow (ET) appointed from Member States other than the host country shall be entitled to return economy class Air Ticket for self, spouse and two children once in 3 years after completion of 18 months of continuous service at the Centre.

Emergency Passage:

Research Fellow (ET) appointed from Member States other than the host country shall be entitled to emergency passage once in their entire term, in case of death of an immediate family member (spouse, parents, children and spouse's parents) of the official.

Telephone:

Research Fellow (ET) shall be entitled to use telephone at their residences, up to USD 20 per month.