SAARC Tuberculosis & HIV/AIDS Centre (STAC)

Kathmandu, Nepal

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**Detail information on Qualification, Experiences, Job Description, Appointment Procedures, Terms & Conditions, Salary, Allowances etc, for the purpose of Recruitment of Professional Staff for the Post of Technical Officer at the .**

**Reference:** Recruitment of Professional Staff for the Posts of Technical Officer (HIV/AIDS) at the SAARC Tuberculosis and HIV/AIDS Centre.

**Post :** Technical Officer (HIV/AIDS) - One Post

**Period** : Three years (Through Proper Channel)

**Minimum**

**Qualifications**: a) Medical Graduation; M.B.B.S.

1. Post Graduation in Medicine/Community Medicine/Public Health.

**Experience** :

a) At least 5 years experience in infectious diseases

Surveillance / Monitoring/ Epidemiological research.

1. And at least 3 years experience of experience at the Managerial level or the Programme implementation level in National HIV/AIDS Control Programme
2. Experience in research design, planning and implementation.
3. Experience in database design, data management and data analysis.
4. Experience with database and statistical analysis software.
5. Experience in Biostatistics and related software.
6. Experience in Biostatistics/ Statistical modeling considered as an asset.
7. Experience in training considered as an asset.

**Job Description**

1. To design and manage a database for housing epidemiological data on HIV/AIDS.
2. To collect epidemiological data on HIV/AIDS in the Member States.
3. To monitor, maintain and evaluate the statistical data on HIV/AIDS
4. To update all relevant statistical data on HIV/AIDS.
5. To prepare research and surveillance protocols, reports and papers for publication.
6. To organize and deliver training to various levels of professional staff on HIV/AIDS epidemiology.
7. To provide technical support to other professionals at the SAARC Regional Tuberculosis & HIV/AIDS Centre and collaborating institutions.
8. Any other related work assigned by the Director.

**Terms and Conditions for the Technical Officers**

**1. Appointment Procedure of Professional Staff for the Centre as per the Service Rules of the SAARC Regional Centers;**

The Professional Staff (Technical Officer)shall be recruited regionally from SAARC Member States.

Appointment procedure:

The power of appointment of staff members in all Professional positions and GSS-I category will rest with the Selection Committee consisting of the Chairman of the Governing Board, the Director of the SAARC Tuberculosis Centre and a representative of the SAARC Secretary-General. The appointment will be made through a written contract with approval of Secretary General. The contract shall however, be signed by the Director of the Centre and employee.

i. The Committee shall employ such Staff as are necessary for the normal functioning of the Center, as per procedures approved by the Twenty-Third Session of the Standing Committee (Male' 8-9 May 1997) which is as follows:

"Recruitment should be made through advertisements at the national level and on the recommendations of Governments of Member Countries. The advertisements for this purpose should clearly specify the required qualification, job description and the terms of conditions, attached to each post.”

The following criteria shall be followed for the appointment of Professional Staff :

a. Professional Staff:

- The appointments of Professional Staff would be made taking due account of geographic representation from the Nationals of the Member States through open competition after advertisement. This will not apply to the appointment of Regional Centre Directors who are nominees of the Host Government.

- The Committee in the context of appointment of Staff in this Category may seek the assistance of the Member States requesting them to facilitate in selection of suitable candidate having requisite qualifications, to be determined by the Committee, for the post through open competition and on merit.

- The Professional staff shall be appointed for a period of three years subject to observance of the general guidelines as enlisted below

i. The applicants will provide all information pertaining to them, their qualification and experience to the Centers along with their applications.

ii The Director may request the Member State concerned or procure from the applicant any additional information, if required.

iii. The short-listed candidates (2-4) for appointment as Professional Staff should appear for interview before the Selection Committee. Their per diem and travel cost may be paid from the Centre’s Institutional budget.

iv. An applicant seeking employment with the Center will confirm in writing his/her acceptance of offer made by the Center for his/her appointment in the Center.

v. The date of appointment in the Center would be the date when the staff member assumes his/her duties in the Center and render a charge assumption certificate.

vi. The appointment of the Professional Staff shall be subject to the proviso that no objection is raised by their respective Governments.

vii. Deputation of officials at Regional Centres should not affect their promotion and seniority prospects in their home service.

**2. Extension of Tenure of the Professional as per the Service Rules of the SAARC Regional Centres;**

The tenure of the Professional staff may be extended, in exceptional circumstances, to a maximum period not exceeding three years, as recommended by the Selection Committee, with the consent of the nominating Member State, and upon approval by the Secretary General.

**3. Duties and Obligations as per the Service Rules of the SAARC Regional Centres;**

The Staff Members of the Centre shall perform their duties and regulate their conduct consistent with the interest of the centre and its relevant rules and regulations.

The Staff Members in performance of their duties will seek and follow the instructions of the Director and other designated officials in the Centre. They will be accountable to the Director of the centre in performance of their duties.

The Staff Members of the Centre shall conduct themselves at all time with due regard to the “Efficiency and Disciplinary Rules” of the SAARC Regional Centres.

## 4. Working Hours as per the Service Rules of the SAARC Regional Centres;

Normal working hours at SAARC Tuberculosis and HIV/AIDS Center would be 40 hours per week.( The regular office timing of STC is 9.00 am to 5.00 pm)

Staff Members may be required to work beyond the normal hours of duty whenever required to do so in the interest of the Centre.

## 5. Official holidays as per the Service Rules of the SAARC Regional Centres;

The number of official holidays of the SAARC Tuberculosis and HIV/AIDS Centre shall be 18 days as applicable in the SAARC Secretariat.

**6. Leave** **as per the Service Rules of the SAARC Regional Centres**

Earned leave:

All Staff Members of the Centers shall be entitled to 30 days earned leave annually. Leave may be accumulated from years to year, but as of the last day of December of each year, no more than 60 days of leave may be carried forward for purpose of utilization.

Casual Leave:

Staff Members shall be entitled to a maximum of 10 working days casual leave per year. Casual leave may not be taken for more than three consecutive days at one time nor accumulated or carried forward to the next year. Casual leave may be prefixed or suffixed with holidays.

Sick Leave:

Staff Members shall be entitled to a maximum of 24 working days sick leave per year. Sick leave entitlement may be carried over from year to year, with a maximum accumulation of 2 months. All applications for sick leave must be fully supported by a medical certificate, which should indicate reasons and period given.

Maternity Leave:

Maternity leave shall be granted to a female Staff Member who has served for at least six months. On production of the necessary medical certificate, leave of six weeks prior to confinement and six weeks after confinement will be granted on full pay and allowances. Staff Members who have less than six months of service may take accrued annual plus sick leave entitlement, and balance shall be counted as leave without pay.

Un-authorized leave:

If an individual is absent from work without prior authorization, payment of salary and allowances shall cease for the period of unauthorized absence. However, if, in the opinion of the Director, the absence was caused by reasons beyond the individual’s control, and the individual has accrued Earned Leave, the absence will be treated as Earned Leave and deducted from the accrued annual Earned Leave entitlement. In case of no Earned Leave available, the Director of the Centre may initiate disciplinary action against the official.

Station Leave:

The staff of the SAARC Tuberculosis and HIV/AIDS Centre shall take station leave from the Competent Authority while travelling outside the station on all occasions including weekends and holidays.

No two kinds of leave shall be combined.

**7. Disciplinary Action, Termination of Appointment and Resignation by Staff Member as per the Service Rules of the SAARC Regional Centres**

i. Disciplinary Action;

The Director, with the approval of Secretary-General, SAARC, may take Disciplinary Action against any Staff Members. The Disciplinary action shall be governed by the “Efficiency and Disciplinary Rules” of the SAARC Regional Centres.

ii.Termination of Appointment;

The Director, with the approval of the Secretary-General and the Chairman of Governing Board may terminate the appointment of any Professional Staff/General Services Staff as per contract, if the exigencies of the service required the abolition of the post for the reduction of staff or for reasons of disability or if performance of the staff member proves to be unsatisfactory.

iii. Resignation by Staff Member

In case a Staff Member decides to voluntarily resign form his/her services, he/she would be required to give one month’s notice to the Centre.

**8. Miscellaneous as per the Service Rules of the SAARC Regional Centres;**

The Staff Members shall not accept any honor or decoration, favour, remuneration or gift from any source without the approval of Director.

The Staff Members may exercise the right of franchise, in accordance with their national laws, but shall not engage in any political activity.

The Staff Members shall not engage in any outside occupation or employment.

The Staff Members shall not hold financial interest in any business activity or actively associate themselves with its management if such association constitute a separate activity and may affects the performance of official duties of the concerned official.

Holding of shares in a limited company shall not constitute a financial interest within the meaning of these rules unless such holding constitutes a substantial control.

The Staff Members, unless authorized by the Director shall not:

* Issue statement to either the print or electronic media or any informal agency.
* accept public speaking engagements
* take part in Films, Theatre, Radio and TV productions except in case of poetic, artistic and scientific pursuits.
* Submit articles, books or other material for publication except in case of poetic, artistic and scientific pursuits.

**9. Enforcement as per the Service Rules of the SAARC Regional Centres**

The Director as the Executive Head of the SAARC Tuberculosis and HIV/AIDS Center shall administer and enforce these rules in letter and spirit.

**10. Allowances and other facilities of the Professionals (**Technical Officer**) as per the Harmonized Provisions relating to the Financial and Administrative matters of the SAARC Regional Centres**

# The Sending Member Governments would bear the following costs associated in respect of Professional of the STAC

The sending Member Government shall continue to pay salaries of the Professional Staff of the SAARC Regional Centre 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.

# The Professional Staff (Technical Officer) shall be entitled to the following allowance out of the Institutional Cost Budget of the SAARC Tuberculosis and HIV/AIDS Centre;

i. Daily Allowance in lieu of House Rent Allowance;

The Director shall ensure accommodation for the Professional Staff before his/her Arrival. In the absence of residential accommodation on first arrival, the Professional shall be entitled to daily allowance as per the rates applicable to the centre concerned up to a maximum of 21 days from the date of arrival in Kathmandu. An accompanying spouse and up to two of the dependent children below the age of 21 years will get 50% of daily allowance. The daily Allowance applicable for SAARC Capitals as per the Financial Rules of SAARC Regional Centres. The Centre 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.

Provided that the professional Staff recruited from the Host Government shall not be entitled to Daily Allowance.

ii. Furnishing/Settlement Grant;

The Professional Staff shall be **entitled** to a one time lump-sum furnishing/settlement grant of US$ 2000.00 (Two Thousand) only.

iii. Living Allowances

The Living Allowance payable to the Professional Staff of the SAARC Tuberculosis and HIV/AIDS Centre would be US$ 973.00 (Nine Hundred Seventy three dollar only) per month . 50% of the Living Allowance of the Professional Staff shall be paid in US dollars and the remaining 50% shall be paid in local currency. The conversion of US dollars shall be the official buying rate of exchange prevailing on the first day of every month.

iv. Residential Accommodation;

The Professionals Staff shall be entitled to unfurnished accommodation within the rental ceiling US$ 509.00 (Five Hundred Nine only) in equivalent local currency. These rates are applicable in case of new leases and leases to be renewed. All lease agreements pertaining to the residences of the Professional Staff shall be signed by the Centre with the Lessors and payment of House Rent shall be made directly by the Centre to the Lessors.

v. Children Education Allowance

The Professionals Staff shall be entitled to reimbursement of 75% of School Tuition Fees including Admission, registration and other Compulsory charges subject to an annual ceiling of US$ 1500.00 (one thousand five hundred only) per child for a maximum of two children between the age of 5 to 21 years. Payment of such charges shall be made directly to the Educational Institution or reimbursement would be made on the presentation of actual receipts from the concerned educational institutions. This allowance will not be admissible in respect of children undergoing graduate/postgraduate education and for correspondence courses, private tuitions, vocational training or a apprenticeship and part-time or evening education. Any expenditure on uniforms, stationery, books, transport, hostel charges and non-compulsory extracurricular activities shall not be admissible. The Educational Allowance would be admissible for the children studying in the country of duty or left behind in home country of the Professional Staff.

vi. Medical Facilities;

The Professionals Staff shall be entitled to reimbursement of actual expenses on medical treatment for self, spouse and dependant children subject to a total annual ceiling of US$ 1500.00 (One Thousand Five Hundred) including 80% reimbursement of hospitalization charges. No reimbursement will be made for medicines purchased without doctor's prescription, and on optical frames/glasses/lenses, dental treatments like-denture, scaling, surgeries for the purpose of beautification, health care products and health foods.

vii. Home Leave Passage

The 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. Second Home Leave Passage can be admissible only if the tenure of Professional extended for another full term and he/she has completed 18 months in the extended period. No daily allowance or any expenditure on account of stop-overs and transfer charges from and to airport shall be entitled.

Professional Staff may opt to avail home leave passage for self, spouse and children to a third country provided that the cost of such passage is limited to the cost of return airfare including the taxes, by economy class from the Seat of the Secretariat to the declared home town and return.

Emergency Passage:

Professional Staff appointed from Member States other than the host country may be given 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.

Death on Duty:

In case of death of an official the next-of-kin of the deceased may be granted an ex-gratia payment an equivalent to three month’s basic salary of the official as an immediate relief.

Telephone:

Professional Staff shall be entitled to use of a telephone at their residences except for private long distance calls within and outside respective host countries. Each Professional Staff will maintain a Register for his/her long distance calls. A monthly ceiling of US $ 20.00 will be applicable for the residence phone. Such ceiling shall not include monthly rent.