



**SAARC Development Fund Secretariat
3rd Floor, BDFC Building
Thimphu : Bhutan**

17th August, 2011

VACANCY ANNOUNCEMENT

Job Type	: Personnel & Communication Officer, GSS-I
Agency	: SAARC Development Fund Secretariat, Thimphu, Bhutan
Term of Service	: Initially for 3 (three) years contract with possible extension at the discretion of the Chief Executive Officer
Vacancy Number	: SDF-RQ-M119

SAARC Development Fund (SDF) Secretariat, based in Thimphu, has been inaugurated by the Heads of State/Governments of SAARC Member States in April 2010 during the 16th SAARC Summit in Thimphu. The primary objective of the SDF is (i) to promote the welfare of the people of SAARC Region, (ii) to improve the quality of life, and (iii) to accelerate economic growth, social progress and poverty alleviation in the SAARC Region. To support the above objectives the SDF Secretariat will, amongst other, (i) identify, study prospect and approve projects, (ii) finance approved projects in the SAARC Member States, (iii) Leverage funding i.e arrange and mobilize financing and/or co-financing projects, (iv) provide grants for projects of strategic importance to SAARC, (v) provide financial and technical assistance, and (vi) manage the Fund.

The SDF Secretariat is looking for a Personnel and Communications Officer who will be responsible for developing and implementing strategic campaigns to support the business objectives of SDF, including the development of briefing materials, newsletters, articles, press releases, media management, development of website content and knowledge management platforms apart from manpower planning, recruitment, training, performance appraisal and development of Human Capital of the Secretariat.

He/she will be responsible for the development of external communications strategies for SDF in consultation with CEO, working with communications firms to develop stories and content for soft and hard copy publications, developing relationships with media to place stories and build SDF's profile, managing events and websites and leveraging social media.

1. Scope of Work

The position requires a well connected, media savvy communications professional with the following specific responsibilities to be undertaken in consultation with the CEO:

- Adopt the best Human Resource and Communication practices from the region,
- Oversee project-related events (workshops, roundtables, etc.)
- Manage media relations including maintaining a network of key media contacts, and developing press releases and media campaigns;



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- Development and implementation of external communications strategies, including public dissemination of information to the stakeholders;
- Manage the development of communications materials, including website content, briefing materials, presentations, media releases, briefing notes, and articles
- Routinely gather and monitor information from inside and outside sources about SDF and its work, and reports regularly on current events and activities of SDF;
- Administer a media monitoring system (e.g., daily news clipping service) on selected issues pertaining to SDF's work or policies.

2. Selection criteria

- Fluency in English;
- Proven competency in project/time management and multitasking;
- Excellent written, verbal communication and presentation skills;
- 3-5 years experience in Human resource, Media relations and Communications management in English/Communication/Media/International Relations.

In addition the following is preferred:

- International work experience OR
- Regional Media experience OR
- Related service experience;
- An advanced degree in a relevant field – e.g., Communications, International Relations, English is preferable.

3. Remuneration package:

- He/she will be paid a net (tax free) monthly remuneration of US\$ 1,000 (One thousand) along with accommodation, education allowance for two children up to class 12 or equivalent and other admissible allowances and benefits. He/she will also have duty free import privileges.

Interested candidates are requested to apply to the Assistant Director, Administration and Finance, 3rd Floor, Bhutan Development Bank Limited, Post Box No.928, Thimphu, Bhutan with the following documents on or before the close of business on 30th September, 2011. Applications can also be emailed to info@sdfsec.org.

- i. Copy of the Citizenship Identity Card;
- ii. Copies of Academic qualification certificates;
- iii. Copies of relevant experience and training certificates.

Only shortlisted candidates will be invited for selection interview.

CHIEF EXECUTIVE OFFICER