



CORRIGENDUM

**SOUTH ASIAN ASSOCIATION
FOR REGIONAL COOPERATION
SECRETARIAT**

Fax Message No. 298/7/24
No. SAARC/ETS/SEC-VA1/2012

The Secretariat of the South Asian Association for Regional Cooperation presents its compliments to the Ministries of Foreign/External Affairs of the Member States of SAARC and has the honour to refer to its earlier Note of even number dated 31 January 2012 regarding vacancy announcement for the following positions vacant at the SAARC Energy Centre, Islamabad:-

- i) Programme Leader for Programme on Rural Electrification and Poverty Alleviation
- ii) Programme Leader for Programme on Energy Trade
- iii) Research Fellow for Programme on Energy Trade
- iv) Research Fellow for Programme on Energy Efficiency
- v) Research Fellow for Programme on Integrated Assessment of Energy Transport and Environment
- vi) Research Associate for Programme on Fuel Substitution
- vii) Communication Specialist

The Secretariat has further honour highlight that as indicated in vacancy announcement, last date for submission of nominations may be treated as **30 May 2012** (instead of 29 February 2012). The vacancy announcement and ToRs are attached herewith. The same are also available on SAARC Energy Centre's Website: <http://www.saarcenergy.org>. Inconveniences are regretted.

The Secretariat of the South Asian Association for Regional Cooperation avails itself of this opportunity to renew to the Ministries of Foreign/External Affairs, the assurances of its highest consideration.

The Ministries of Foreign/External Affairs of the
Member States of SAARC

Attn: Joint Secretary/Director General/Director/Head (SAARC Division)



Copy to: Director, SAARC Energy Centre (SEC), Islamabad.

[Handwritten signatures and initials]



SAARC ENERGY CENTRE ISLAMABAD

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 SAARC Energy Centre, Islamabad.

a.	Programme Leader for Programme on Rural Electrification and Poverty Alleviation
b.	Programme Leader for Programme on Energy Trade
c.	Research Fellow for Programme on Energy Trade
d.	Research Fellow for Programme on Energy Efficiency
e.	Research Fellow for Programme on Integrated Assessment of Energy Transport and Environment
f.	Research Associate for Programme on Fuel Substitution
g.	Communication Specialist

The Terms of References (ToRs) and prescribed application form for above mentioned positions are available on SEC website www.saarcenergy.org. Please send your applications by email followed by hard copies duly supported by employers / government's certification as prescribed in the application form latest by 30 May 2012 on the following address:

DIRECTOR
SAARC Energy Centre
H. No. 697, St. No. 43,
National Police Foundation,
Sector E-11/4,
Islamabad – Pakistan
Email: jobs@saarcenergy.org
Fax: +9251 222 1937

Duty Station and duration: Duty station is Islamabad, Pakistan and duration of posting three (3) years.

Allowances, Facilities and Benefits:

As per SAARC practice, if selected, the applicant should be on deputation and his/her salary should be protected by the sending Government. Deputation of officials at Regional Centres should not affect their promotion and seniority prospects in their home service.

Living Allowance:

Research Fellow
Research Associate &
Communication Specialist: USD 1017 per month
(50% in US Dollar & 50% in Pak Rupees)

House Rent Ceiling:

Research Fellow
Research Associate &
Communication Specialist : USD 632 per month (100% in Pak Rupees)

One time Lump sum Furnishing Grant: USD 2000
(100% in Pak Rupees) on first arrival

Children's Education allowance:

Up to maximum annual ceiling of USD 1500 per child (100% in Pak Rupees) for 2 children from the age of 5-21 and reimbursement of 90% shall be made on presentation of actual receipt from the concerned educational institutions)

Medical Coverage:

Up to maximum annual ceiling of USD 1500 (100% in Pak Rupees) per family will be provided on production of actual receipt(s).

Home Leave Allowance:

A 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

Applications on prescribed form available at www.saarcenergy.org, filled in by the applicant and recommended by the respective Governments, should be channeled through SAARC Secretariat, Kathmandu, Nepal to the Director, SAARC Energy Centre (SEC), latest by 30th May 2012 at H. No. 697, Street No. 43, National Police Foundation, Sector E-11/4, Islamabad – Pakistan. Advances copies of applications may be forwarded by email to jobs@saarcenergy.org

The short listed candidates will be required to appear for interview before the Selection Committee at Islamabad. The travel and per-diem for the short-listed candidates (except Pakistani candidates) would be borne by the Centre.

Position-7: Communication Specialist**Primary job responsibilities:**

- Provide the Director SEC with Research and analysis on specific topics pertaining to energy in SAARC Member States
- Maintain the calendar and provide accurate and updated information on SEC website of energy activities in the SAARC Member States
- Plan, write, prepare and/or review press releases and articles to be used in SEC newsletter and other publications.
- Research, interview, write, edit, proof-read and distribute content for electronic and print communication.
- Develop story logs and editorial calendars, conduct research and interviews, write articles and speeches on the development in energy sector of South Asia.
- Maintain repository of press releases and articles.
- Participate in the set-up and preparation of all SEC sponsored events,
- Conduct periodic member surveys utilizing web-based tool.
- Assist Professional Staff as required.
- Any other assignment given by Director

Qualifications and Experience:

- Master Degree (16 year education) preferably in Information Technology Management or English language / literature
- 10 year experience in a reputable national and international organization in related fields. The length of required experience will be reduced for candidates possessing higher or academic meritorious qualifications and experience.
- Ability to write reports, carry-out analyses and editing of reports, publications, perform syntheses, make recommendations and prepare quality written report.
- Have strong initiative, self-motivation, and ability to effectively work in a multicultural environment.
- Possess strong written and verbal communication skills in English.
- Skills with appropriate software packages.

Position-6: Research Associate for Programme on Fuel Substitution**Primary job responsibilities:**

- Provide the Director SEC with Research and Analysis on specific topics pertaining to Fuel Substitution in SAARC Member States;
- Undertake independent, quality research and analysis,
- Plan, organize and conduct research in Fuel Substitution for its use in related programme
- Develop plan for projects or studies guidelines for project prepared by professional staff member to outline research procedures to be followed.
- Schedule according to variety of methods to be used, availability and quantity of resources, and number of subordinate personnel assigned to participate in project.
- Conduct research, utilizing institution library, archives, and collections, and other sources of information, to collect, record, analyze, and evaluate facts.
- Discuss findings with other professionals to evaluate validity of findings.
- Prepare reports of completed projects for publication in technical journals, for presentation to agency requesting project, or for use in further applications.

Qualifications and Experience:

- Bachelor of Engineering (16 year education) preferably in Petroleum Engineering or M.Sc Chemistry
- 08 years experience in national and international organization for Fuel Substitution or related fields
- Have strong initiative, self-motivation, and ability to effectively work in a multicultural environment.
- Possess strong written and verbal communication skills in English.
- Skills with appropriate software packages.

Position-5: Research Fellow for Programme on Integrated Assessment of Energy Transport and Environment

Primary job responsibilities:

- Analyze the connections between challenges and opportunities for Integrated Assessment of Energy Transport and Environment in the SAARC Member States;
- Identify and undertake research, analysis, synthesis, and make recommendations in Energy Transport and Environmental issues with the goal of developing working solutions;
- Undertake scenario-building exercises, conduct comprehensive integrated analyses in Energy Transport and Environment;
- Identify and formulate policy recommendations;
- Assist in preparation and implementation of programme activities related to Integrated Assessment of Energy Transport and Environment and organizing workshops, seminars and conferences hosted by the SAARC Energy Centre and;
- Any other assignment given by Director or Programme Leader, Energy Trade.

Qualifications and Experience:

- Bachelor of Engineering or Master of Science (16 year education), preferably in Mechanical / Environment / Chemical Engineering or Energy Management.
- 10 years experience in any Energy related national and international organization, dealing with Energy Transport and Environment, programme planning and development. The length of required experience will be reduced for candidates possessing higher or meritorious academic qualifications.
- Ability to structure strategic analyses, perform syntheses, lead small research group, make recommendations and prepare quality written report.
- Have strong initiative, self-motivation, and ability to effectively work in a multicultural environment.
- Possess strong written and verbal communication skills in English.
- Skills with appropriate software packages.

Position-4: Research Fellow for Programme on Energy Efficiency**Primary job responsibilities:**

- Analyze the connections between challenges and opportunities for energy conservation and energy efficiency in the SAARC Member States;
- Identify and undertake research, analysis, synthesis, and make recommendations in energy efficiency issues with the goal of developing working solutions;
- Undertake scenario-building exercises, conduct comprehensive integrated analyses;
- Identify and formulate policy recommendations;
- Assist in preparation and implementation of programme activities related to energy efficiency and organizing workshops, seminars and conferences hosted by the SAARC Energy Centre and;
- Any other assignment given by Director or Programme Leader, Energy Trade.

Qualifications and Experience:

- Bachelor of Engineering or Master of Science (16 year education), preferably in Electrical /Electronics / Chemical Engineering or Energy Management.
- 10 years experience in any Energy related national and international organization, dealing with energy conservation, programme planning and development. The length of required experience will be reduced for candidates possessing higher or meritorious academic qualifications.
- Ability to structure strategic analyses, perform syntheses, lead small research group, make recommendations and prepare quality written report.
- Have strong initiative, self-motivation, and ability to effectively work in a multicultural environment.
- Possess strong written and verbal communication skills in English.
- Skills with appropriate software packages.

Position-3: Research Fellow for Programme on Energy Trade**Primary job responsibilities:**

- Analyze the connections between the opportunities for energy trade, energy security and geopolitics in the region;
- Identify and undertake research, analysis, synthesis, and make recommendations in energy policy issues with the goal of developing working solutions;
- Undertake scenario-building exercises, conduct comprehensive integrated analyses;
- Identify and formulate policy recommendations;
- 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 given by Director or Programme Leader, Energy Trade.

Qualifications and Experience:

- Bachelor of Engineering or Master of Science (16 year education), preferably in Electrical Engineering or Energy Management / Economics.
- 10 years experience in project development, national and international energy policy, cross-border energy trade, energy programme planning and development. The length of required experience will be reduced for candidates possessing higher or meritorious academic qualifications.
- Ability to structure strategic analyses, perform syntheses, lead small research group, make recommendations and prepare quality written report.
- Have strong initiative, self-motivation, and ability to effectively work in a multicultural environment.
- Possess strong written and verbal communication skills in English.
- Skills with appropriate software packages.

Duty Station and duration: Duty station is Islamabad, Pakistan and duration of posting three (3) years.

Allowances, Facilities and Benefits:

As per SAARC practice, if selected, the applicant should be on deputation and his/her salary should be protected by the sending Government. Deputation of officials at Regional Centres should not affect their promotion and seniority prospects in their home service.

Living Allowance:

Programme Leader: USD 1166 per month
(50% in US Dollar & 50% in Pak Rupees)

House Rent Ceiling:

Programme Leader: USD 656 per month (100% in Pak Rupees)

One time Lump sum Furnishing Grant:

USD 2000
(100% in Pak Rupees) on first arrival

Children's Education allowance:

Up to maximum annual ceiling of USD 1500 per child (100% in Pak Rupees) for 2 children from the age of 5-21 and reimbursement of 90% shall be made on presentation of actual receipt from the concerned educational institutions)

Medical Coverage:

Up to maximum annual ceiling of USD 1500 (100% in Pak Rupees) per family will be provided on production of actual receipt(s).

Home Leave Allowance:

A 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

Applications on prescribed form available at www.saarcenergy.org, filled in by the applicant and recommended by the respective Governments, should be channeled through SAARC Secretariat, Kathmandu, Nepal to the Director, SAARC Energy Centre (SEC), latest by 30th May 2012 at H. No. 697, Street No. 43, National Police Foundation, Sector E-11/4, Islamabad – Pakistan. Advances copies of applications may be forwarded by email to jobs@saarcenergy.org

The short listed candidates will be required to appear for interview before the Selection Committee at Islamabad. The travel and per-diem for the short-listed candidates (except Pakistani candidates) would be borne by the Centre.

Position-2 : Programme Leader for Programme on Energy Trade**Primary job responsibilities will include:**

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

Qualifications and Experience:

- Bachelor of Engineering or Master of Science (16 year education), preferably in Electrical Engineering or Energy Management / Economics.
- 15 years experience in project development, national and international energy policy, cross-border energy trade, energy programme planning and development. The length of required experience will be reduced for candidates possessing higher or meritorious academic qualifications.
- Ability to structure strategic analyses, perform syntheses, lead small research group, make recommendations and prepare quality written reports.
- Have strong initiative, self-motivation, and ability to effectively work in a multicultural environment.
- Possess strong written and verbal communication skills in English.
- Skills with appropriate software packages.

(ToRs)

**SAARC ENERGY CENTRE
ISLAMABAD
VACANCY ANNOUNCEMENT**

Applications for the positions as per following details are invited from nationals of SAARC Member States (Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan, and Sri Lanka) for appointment at the SAARC Energy Centre, Islamabad.

Position- 1: Programme Leader for Programme on Rural Electrification and Poverty Alleviation

Primary job responsibilities will include:

- Provide the Director SEC with Research and analysis on specific topics pertaining to programmes on Rural Electrification for Poverty Alleviation in SAARC Member States,
- Undertake independent, quality research and analysis as well as lead a small group of researchers
- Interact with policy-makers at regional level and manage stakeholder's engagement processes;
- Communicate effectively with relevant stakeholders;
- Prepare and implement the programme activities related to Rural Electrification for Poverty Alleviation for Rural Electrification
- Organize, participate and/or make presentations at workshops and conferences hosted by the SAARC Energy Centre and;
- Any other assignment given by Director.

Qualifications and Experience:

- Bachelor of Engineering or Master of Science (16 year education), preferably in Electrical / Electronic Engineering, Renewable Energy, Rural Development.
- 15 years experience in project development and execution preferably in rural electrification, and or energy-development areas in rural South Asia. The length of required experience will be reduced for candidates possessing higher or meritorious academic qualifications and experience,
- Ability to structure strategic analyses, perform syntheses, lead small research group, make recommendations and prepare quality written reports.
- Have strong initiative, self-motivation, and ability to effectively work in a multicultural environment.
- Possess strong written and verbal communication skills in English.
- Skills with appropriate software packages.