



**SOUTH ASIAN ASSOCIATION
FOR REGIONAL COOPERATION
SECRETARIAT**

Fax Message # 420/2/29

MOST IMMEDIATE

SAARC/ARD/SAC-AD/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 forward herewith (a) Vacancy Announcement [1-page], (b) Vacancy Announcement detailing the job requirements [1-page], and (c) Application Form [10-page] for the posts of (i) Senior Program Specialist [Crops], (ii) Senior Program Specialist [Horticulture], and (iii) Senior Program Specialist [Natural Resource Management] at the SAARC Agricultural Centre (SAC), Dhaka which may suitably be advertised for wide circulation through the concerned Ministries in the Member States. It may be mentioned that the vacancy announcements have already been published by SAC in two Bangladesh National Dailies i.e. (i) The Daily Star and (ii) The New Age and also posted at the SAC website [<http://www.saarcagri.net>].

2. The esteemed Ministries are requested to forward the nominations and applications for the above positions to SAC, Dhaka **by 30 April 2012** under intimation to the SAARC Secretariat. The above documents are also being transmitted via email and courier/diplomatic pouch.

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

Encl: As above (12-page)

Ministries of Foreign/External Affairs
(SAARC Divisions)
Member States of SAARC





**SAARC Agriculture Centre (SAC)
BARC Complex, New Airport Road
Farmgate, Dhaka - 1215
Bangladesh**

Vacancy Announcement

SAARC Agriculture Centre (SAC) under the framework of SAARC has been working for strengthening agricultural research and technology transfer through regional network among agricultural research/extension institutions and policy makers in the South Asian Region. SAARC Agriculture Centre (SAC) is inviting application for the following Professional Positions to be recruited from the nationals of the SAARC Member Countries for a period of 3 (three) years.

1. Senior Program Specialist (Crops)
2. Senior Program Specialist (Horticulture)
3. Senior Program Specialist (Natural Resource Management)

The application form, details of appointment notice, qualification and experience, terms and conditions, salaries/ allowances, facilities and benefits etc. shall be available at the SAARC Agriculture Centre (SAC), BARC Complex, Farmgate, Dhaka – 1215, Bangladesh (website: <http://www.saarcagri.net>).

Applications in prescribed form duly filled in by the applicant along with attested copies of necessary certificates and recommended by the competent authorities, routed through respective SAAARC Division of Ministry of Foreign/External Affairs of the SAARC Member Countries, should reach the Director, SAARC Agriculture Centre (SAC) not later than **30 April'2012**.

Dr. Abul Kalam Azad
Director, SAC



SAARC Agriculture Centre (SAC)

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

Vacancy Announcement

Applications are invited from citizen of SAARC Region for filling up the following posts on temporary basis.

JOB REQUIREMENTS

1. Senior Program Specialist (Crops)	<ul style="list-style-type: none">• Ph D in Crop Sciences (Agronomy, Plant Breeding, Plant Protection) with 12 years or Masters Degree with 15 years experience.• Specialized in the field of crops production and improvement, agricultural program development, implementation and management aspects, analyzing impact of climate change, seed, quality standards of agricultural products etc.• Prioritize programs based on country/ regional needs in the field of crops along with management and risk issues in SAARC countries.• Initiate program/project/activities in line with set priorities in the areas of crops in particular and other related areas to accomplish the responsibility of the division under the guidance of Director.
2. Senior Program Specialist (Horticulture)	<ul style="list-style-type: none">• Ph D in Horticulture with 12 years or Masters Degree with 15 years experience.• Specialized in the field of Horticultural program development, implementation and management aspects, coordinating and monitoring regional adaptive trial, analyzing impact of climate change, seed system, value chain development, marketing and quality standards of Horticultural products.• Prioritize programs based on country/ regional needs in the field of Horticulture along with management and risk issues in SAARC countries.• 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.
3. Senior Program Specialist (Natural Resource Management)	<ul style="list-style-type: none">• Ph D in Agricultural Sciences (Natural Resource Management/Soil Science/Soil & Water Management/ Agricultural Engineering) with 12 years or Masters Degree with 15 years experience.• Specialized in the field of Natural Resource Management program development, implementation and management aspects, coordinating and monitoring regional Soil & water Management, analyzing impact of climate change, and policy related to Natural resource Management of the region.• Prioritize programs based on country/ regional needs in the field of Natural Resource Management along with management and risk issues in SAARC countries.• Initiate program/project/activities in line with set priorities in the areas of Natural Resource Management in particular and other related areas to accomplish the responsibility of the division under the guidance of Director.

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

- ❖ Should be able to work in a mixed culture and in a team. Should have inter-personal skill, excellent command over written & spoken English and proven knowledge & skill in computer use.
- ❖ 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.

Applications in prescribed form (available at the SAC web site: <http://www.saarcagri.net>) duly filled in by the applicant along with attested copies of necessary certificates and recommended by the competent authorities, routed through respective SAARC Division of Ministry of Foreign/External Affairs of the SAARC Member Countries, should reach the Director, SAARC Agriculture Centre (SAC) not later than **30 April' 2012**.

Age should not be more than 55 years; however it may be relaxed in case of highly deserving candidates but not exceeding 60 years.

Director
SAC

SAARC AGRICULTURE CENTRE (SAC)
BARC Complex, Farmgate, New Airport Road
Dhaka-1215, Bangladesh

APPLICATION FORM

Name of the post: _____

INSTRUCTION: Please fill up the form completely and clearly. Type or print in ink. If needed, additional pages may be attached. Be sure to put signature and date in the form.	Affix Photograph						
1. Name (As per certificate):							
2. Present Address:							
3. Mailing Address (If separate from present address):							
4. Permanent Address:							
5. A) Place of Birth:							
5. B) Date of Birth	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 2px;">Day</td> <td style="width: 33%; padding: 2px;">Month</td> <td style="width: 33%; padding: 2px;">Year</td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> </tr> </table>	Day	Month	Year			
Day	Month	Year					
5. C) Age as on.....	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 2px;">Day</td> <td style="width: 33%; padding: 2px;">Month</td> <td style="width: 33%; padding: 2px;">Year</td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> </tr> </table>	Day	Month	Year			
Day	Month	Year					
6. (A) Citizenship at Birth:	6 (B) Present Citizenship:						
7. Sex (Check):	<table style="width: 100%; border: none;"> <tr> <td style="border: 1px solid black; padding: 5px; text-align: center; width: 50%;">Male</td> <td style="border: 1px solid black; padding: 5px; text-align: center; width: 50%;">Female</td> </tr> </table>	Male	Female				
Male	Female						
8. Marital Status (Check):							
<table style="width: 100%; border: none;"> <tr> <td style="border: 1px solid black; padding: 5px; text-align: center; width: 20%;">Married</td> <td style="border: 1px solid black; padding: 5px; text-align: center; width: 20%;">Single</td> <td style="border: 1px solid black; padding: 5px; text-align: center; width: 20%;">Widowed</td> <td style="border: 1px solid black; padding: 5px; text-align: center; width: 20%;">Divorced</td> <td style="border: 1px solid black; padding: 5px; text-align: center; width: 20%;">Separated</td> </tr> </table>		Married	Single	Widowed	Divorced	Separated	
Married	Single	Widowed	Divorced	Separated			

9. List of dependent (s)

Name	Date of Birth	Relationship

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

Yes

No

If "Yes", which country?

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

Yes

No

If "Yes", explain why?

.....

12. Educational background: Furnish details starting from last Degree (Enclose true copies of supporting documents):

Name of Institution and Place	Degree/Diploma / Certificate	Division/ Class	Year	Main subject(s)

13. State your professional competence in the post applied for (Not more than 150 words, please enclose supporting documents, if any):

14. Language proficiency [Please tick (✓) in the appropriate box. Also enclose certificate if there be any]:

	Read			Write			Speak		
	Excellent	Good	Fair	Excellent	Good	Fair	Excellent	Good	Fair
English									
Others:									

15. Employment Record: Starting with your present or most recent post, list in reverse order every employment during the last ten years and any significant experience not included in that period which you believe will be helpful in evaluating your record. Use a separate block for each post. Use additional sheets of paper as required.

A:

Dates		Salaries per annum (Excl. Allowances)		Exact title of your post
		Starting	Present	
From	To			
...../...../...../...../.....			
Name of Supervisor				
Name & address of Employer		Net Salary	Number & kind of employees supervised by you:	
			Professional -	
			Other support staff -	
Description of your work:				

B:

Dates		Salaries per annum (Excl. Allowances)		Exact title of your post
		Starting	Present	
From	To			
...../...../...../...../.....			
Name of Supervisor				
Name & address of Employer		Total salary	Number & kind of employees supervised by you:	
			Professional -	
			Other support staff -	
Description of your work:				

C:

Dates		Salaries per annum (Excl. Allowances)		Exact title of your post
		Starting	Present	
From	To			
...../...../...../...../.....			
Name of Supervisor				
Name & address of Employer		Total Tax	Number & kind of employees supervised by you: Professional - Other support staff -	
Description of your work:				

D:

Dates		Salaries per annum (Excl. Allowances)		Exact title of your post
		Starting	Present	
From	To			
...../...../...../...../.....			
Name of Supervisor				
Name & address of Employer		Total Tax	Number & kind of employees supervised by you: Professional - Other support staff -	
Description of your work:				

16. List of Professional publications & reports (Please attach separate sheets, if required):

17(a). List of Membership in professional bodies (please attach separate sheet, if required):

Sl. No.	Descriptions

17(b). List of Special achievements / awards :

Sl. No.	Descriptions

18. Have you any objections to making inquire of your present / last employer?

 Yes

 No

19. References: List three persons not related to you who are familiar with your character and qualifications.

Full Name	Full Address with telephone no.

20. Legal convictions (include all convictions other than those for minor violations like road traffic). Please state last first.

Charge	Date	Where	Conviction

21. State any other relevant facts. Include information regarding any residence or prolonged travel abroad, giving dates, areas, purposes, etc.

22. Please state any disabilities or any disease etc. which might limit you field of work (Final appointment will be subject to physical examination).

I certify that the statements made by me in the foregoing items are true, complete, and correct to the best of my knowledge and belief. I understand that any false statements or any required information withheld from this form may provide grounds for the withdrawal of any offer of appointment or dismissal.

Date: _____

Signature: _____

Your application for employment, if found useful to our overall programme, will be retained on our roster for a maximum period of 12 months.

Recommendation of the candidate's employer:

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

shall be released on deputation as per SAARC norms (i.e. he / she shall will continue to received his/her salary, allowances including annual increment as usual during the period of deputation and meet all costs associated with the joining and return passage 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.) to join the SAARC Agriculture Centre (SAC), Dhaka, Bangladesh as per stipulated date if he/she is appointed as

Date: _____

Signature: _____

Name: _____

Address: _____

Officer Seal

Recommendation of the concerned Ministry:

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

shall be released on deputation as per SAARC norms (i.e. he / she shall will continue to received his/her salary, allowances including annual increment as usual during the period of deputation and meet all costs associated with the joining and return passage 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.) to join the SAARC Agriculture Centre (SAC), Dhaka, Bangladesh as per stipulated date if he/she is appointed as

Date: _____

Signature: _____

Name: _____

Address: _____

Officer Seal