



**SOUTH ASIAN ASSOCIATION
FOR REGIONAL COOPERATION
SECRETARIAT**

SAARC
Fax Message No.: 2459/3/235

SAARC/ENB/SDMC/Adm & Fin

The Secretariat of the South Asian Association for Regional Cooperation presents its compliments to the Ministries of Foreign/External Affairs of Member States and has the honour to forward herewith a set of **Vacancy Announcement(s)**, mentioning in detail the package of benefits available for the positions along with the applicant form, for following posts at the SAARC Disaster Management Centre (SDMC), New Delhi:

Sl#	Name of the Division	Head	Specialist
1.	Hydro Metrological Disasters	01	02
2.	Biological and other Man-made Disasters	01	02
3.	Knowledge Management Division	01	00
4.	Geological Disaster Division	00	01
Total		03	05

In this regard, the Secretariat requests the esteemed Ministries to kindly take necessary measures towards ensuring wider publicity about the announced vacancies, especially thorough advertisements in print media and forward the names of interested applicants directly to SDMC, under intimation to the SAARC Secretariat.

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

Encl: as above.

21 December 2012

The Ministries of Foreign/External Affairs
SAARC Division/Department
Member States of SAARC



cc: Dr. Satendra, Director, SAARC Disaster Management Centre, New Delhi.

ANNEXTURE-II



SAARC DISASTER MANAGEMENT CENTRE
NIDM Building, IIPA Campus, IP Estate
Mahatma Gandhi Road
New Delhi -110002

VACANCY NOTIFICATION
PROFESSIONALS

The following positions of professionals are available in the SAARC Disaster Management Centre, New Delhi for immediate recruitment:

No.	Name of the Division	Head	Specialist
1	Hydro Meteorological Disasters	1	2
2.	Biological and other Man-made Disasters	1	2
3.	Knowledge Management Division	1	0
4.	Geological Disaster Division	0	1

A. JOB DESCRIPTIONS

The SAARC Disaster Management Centre has the mandate to serve the Member Countries by providing policy advice and facilitating capacity building services including strategic learning, research, training, system development, expertise promotion and exchange of information for effective disaster risk reduction and for planning and coordinating a rapid regional response mechanism to disasters within the region. Therefore candidates with experience of working in similar international or regional organizations and demonstrated capability of dynamism and commitment for working in team for producing original policy and action research of contemporary relevance in the respective fields shall be preferred for the posts. The candidates must be fully conversant with current state of knowledge and practices in the relevant fields especially in the context of South Asia region and must be excellent in articulation and presentation of views, both oral and in writing.

The Head of the respective Divisions shall be responsible for development of the annual work plan of the Division and implementation of the approved work plan under the overall direction and supervision of the Director of the Centre. The Specialists shall assist the Heads in the development and implementation of the work plans and further carry out such other works independently as may be entrusted by the Director.

Both the Heads and Specialists must be proficient in word, data, image and map processing software, as no significant secretarial assistance shall be available for their work.

B. QUALIFICATIONS AND EXPERIENCE

The qualifications and experience prescribed for the posts are:

	Post	Professional qualification	Experience
Hydro-Meteorological Disaster Division			
1.	Head	PhD on hydro-meteorological disasters, especially in the context of South Asia, with a post graduate degree in Hydrology, Meteorology, Atmospheric Science, Agricultural Science or any related disciplines.	A minimum of ten years of professional/teaching and/or research experience in a reputed organization with proven records of post-doctoral research and/or publications on natural hazard risk analysis, assessment and mitigation.
2.	Specialist	Consistently good academic record with post graduate degree IN Hydrology, Meteorology, Atmospheric Science, Agricultural Science or any related disciplines..	A minimum of five years of professional/teaching and/or research experience in a reputed organization with publications on natural hazard risk analysis, assessment and mitigation.
Biological and other Manmade Disasters Division			
1.	Head	PhD on any biological or other man made disasters, especially in the context of South Asia, with a post graduation degree in Environmental Science, Chemical or Environmental Engineering or any related discipline.	A minimum of ten years of professional/teaching and/or research experience in a reputed organization with proven records of post-doctoral research and/or publications on natural hazard risk analysis, assessment and mitigation.
2.	Specialist	Consistently good academic record with post graduate degree in Environmental Science, Chemical or Environmental Engineering or any related discipline.	A minimum of five years of professional/teaching and/or research experience in a reputed organization with publications on natural hazard risk analysis, assessment and mitigation.
Knowledge Management Division			
1.	Head	PhD on Information Technology/Knowledge Management/Science/Computer Science Engineering/Communication Engineering with a Post Graduation Degree in any branch of Science/Engineering.	A minimum of ten years of professional/teaching and/or research experience in IT in a reputed organization with experience in the field. The applicants should have experience in portal design, database administration, data maintenance in Disaster Management /Science/Technology sector will be given preference.
Geological Disaster Division			
1.	Specialist	Consistently good academic record with post graduate degree in Geology, Seismology, Geo-Technical or Earthquake Engineering or any related disciplines.	A minimum of five years of professional/teaching and/or research experience in a reputed organization with publications on natural hazard risk analysis, assessment and mitigation.

C. ELIGIBILITY

Apart from the prescribed qualifications and experience, the following eligibility conditions must be fulfilled:

- (a) The candidate must be a national of any of the SAARC countries of Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan and Sri Lanka;
- (b) The candidate should not be more than 55 years of age as on 01.01.2013;
- (c) The candidate should be of a sound physical and mental health;
- (d) The candidate must be working in equivalent professional assignment in any of the Member Countries; and

D. PAY AND ALLOWANCES

- (a) Salaries and other allowances of the professional staff as they are getting at present shall be protected by the parent organization or the concerned Member Government.
- (b) In addition, the SAARC Disaster Management Centre shall pay the following allowances:

Allowances	Heads of Division	Specialist
Furnishing/settlement grant	US \$ 2000 (one time)	US \$ 2000 (one time)
Living allowance	US \$1,202 p.m.	US \$1,047 p.m.
House Rent Allowance	US \$ 674 p.m.	US\$ 650 p.m
Children's Education Allowance	90% of the school tuition fee including admission registration and other compulsory charges subject to annual ceiling of US \$ 1500 per child for a maximum of two children between the age of 5 and 21 years i.e. children upto Grade XII/A-level.	
Medical Allowance	Reimbursement of the actual expenditure on medical treatment for self, spouse, and dependent children subject to annual ceiling of US \$ 1500 including 80% reimbursement of hospitalization charges.	
Telephone	US \$ 20 p.m.	

- (c) If there is no commitment from the parent organization or the concerned Member Government to protect the existing salaries and other allowances, the selected candidates should be willing to work with the allowances to be paid by the SAARC Disaster Management Centre.

E. HOW TO APPLY

Interested candidates may apply in prescribed form supported by copies of certificates and testimonials of educational qualifications and professional experiences, nationality and age certificates, along with three sample documents recently written papers and references from three persons of eminence certifying the suitability of the candidate for the posts.

The application should also be accompanied by a certificate from the competent authority in the organization where the candidate is working at present that the current pay and allowances of the candidate shall be protected by the organization in the event of his/her selection.

The applications should be forwarded through the SAARC Division of the Foreign Ministry of the respective Member Government so as to reach the office of the Director SAARC Disaster Management Centre on or before March 31, 2013. An advance copy of the application may be sent directly to the Director of the Centre at the following address:

**Director SAARC Disaster
Management Centre
NIDM Building, 5B I.P. Estate,
HPA Campus, Mahatma Gandhi Road,
New Delhi -110002
INDIA
Fax No. 009111 23702446
email: dir.sdmc@gmail.com**



APPLICATION FORM
FOR
SAARC DISASTER MANAGEMENT CENTRE (SDMC)



INSTRUCTIONS: Please fill up the form completely and clearly. Type or print in ink. If needed additional pages may be attached. Be sure to sign and date the form.

1. Full Name (as per Certificates):

Present Address:

Contact details (Tel. & Fax No.):

Mailing Address:

Email:

Permanent Address:

2. (a) Place of Birth: _____ (b) Date of Birth: _____

3. (a) Citizenship at birth: _____ (b) Present Citizenship: _____

4. Sex (Check): Male Female

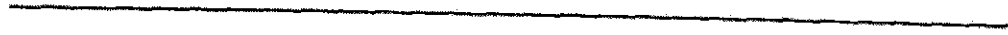
5. Marital Status (Check): Married Divorced Single
Widowed Separated

6. Have you any dependants? Yes No

If the answer is 'Yes', give the following information:

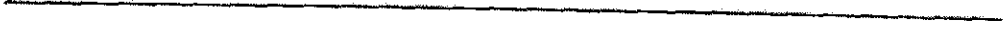
Name	Date of Birth	Relationship

7. Have you taken up legal residence status in any country other than that of your nationality? Yes No
If the answer is 'Yes' which country?



8. Have you taken any legal steps towards changing your present nationality? Yes No

If the answer is 'Yes' explain fully



9. Education: Furnish details
A. General Education: University/ College Level

Name and Place	Degree/ Diploma	Year	Main Subject (s)

B. Professional Education/ Experience:
General Education: University/ College Level

Name and Place of Institute	Degree/ Diploma	Year	Fields of study

10. Language Proficiency (Check)

	Speaking Excellent	Good	Fair	Writing Excellent	Good	Fair	Reading Excellent	Good	Fair

11. Experience in Regional or International Organizations:

Name and Address	Position	From-To	Nature of Work

12. List of Papers/ Publications (attach copies of three recently written policy papers on disaster management related issues).

13. Membership of professional societies and activities in civic, public or international affairs

14. 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 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.

Date: _____ Salaries per annum (Excl. allowances) _____ Exact title of the post _____

Name of Supervisor: _____ Allowances, etc _____ Duty Station: _____

Name of Employer: _____ Total Tax: _____ Number and kind of employees supervised by you: _____

Address of Employer: _____ Net Salary: _____ Reason for leaving (if applicable): _____

Description of your work: _____

15. Have you any objections to making inquiries with your present employer?

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

Full Name	Address and Tel/ e-mail	Occupation

17. Legal convictions (include all convictions other than those for minor violations of road traffic qualifications); if any:

Charge	Date	Where tried	Conviction

18. State any other relevant facts, include information regarding any residence or prolonged travel abroad, giving dates, areas, purposes, etc. Also state any disabilities which might limit your field of work. Final appointment will be subject to physical examination.

Dates	Area	Purposes

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 statement or any required information withheld from this form may provide grounds for the withdrawal of any offer of appointment or dismissal, if an appointment has been accepted.

Date:

Signature:

Place:

Name in block letters: