



**SOUTH ASIAN ASSOCIATION
FOR REGIONAL COOPERATION
SECRETARIAT**

Fax Message: 129/2/15

SAARC/ARD/15/SDF.Sec/2013 (Vol-III)/

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 with reference to the **recruitment of the SDF's new CEO** has the honour to enclose the **advertisement for the same**.

The Secretariat would like to request the esteemed Member States to take necessary measures for uploading the advertisement in the following websites, at their earliest:

1. Ministry of Foreign/External Affairs, SAARC Member States;
2. Ministry of Finance/Treasury/Planning, SAARC Member States;

The Member States may also kindly consider posting the same in the relevant visible and publicly accessible sites.

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 stated (2 pages)

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



[Signature]
27 January 2015

Copy to: (I) Hon'ble Board of Directors, SAARC Development Fund;
(II) SDF Secretariat, Thimphu, Bhutan.

Post Box No. 4222, Kathmandu, Nepal
Tel: +9771-4-221785; Fax: +9771-4-227033, 4-223991
E-mail: saarc@saarc-sec.org



SAARC Development Fund

SAARC DEVELOPMENT FUND (SDF) INVITES APPLICATIONS FOR APPOINTING A NEW CEO

The SAARC Development Fund (SDF), established in 2005 is the umbrella financial institution of the South Asian Association for Regional Cooperation (SAARC). The SDF Secretariat based in Thimphu, Bhutan undertakes and implements projects and programmes under three windows: Social, Economic and Infrastructure in fulfillment of the greater developmental goals of the SAARC region. Currently the SDF has been implementing nine projects under its Social Window while multiple projects under Economic and Infrastructure Windows are expected to be undertaken soon.

The SDF is looking for a new CEO to lead it at a very challenging time.

KEY RESPONSIBILITIES OF THE SDF CEO ARE:

- Will be the chief of the operating staff of the SDF Secretariat and will conduct the ordinary business of SDF under the direction of the Board of Directors (BoD)
- Will be responsible for the organization, appointment and dismissal of the officers and staff
- Steer SDF's work, including decisions on investments, loans, guarantees and technical assistance
- Will propose the basic organizational structure of the Secretariat including the number of staff and general responsibilities of the administrative and professional positions of the staff to the BoD for approval
- Will be the ex-officio member of the BoD
- In the discharge of his/ her official responsibilities, the CEO will owe his/her duty entirely to SDF Board
- Will be responsible for timely implementation and monitoring of the approved projects in close coordination with the SDF Member States and SAARC Secretariat
- Will be responsible for preparing and submitting Annual Report/ Progress Report to the BOD in time
- Will be the legal representative of SDF

THE CANDIDATES MUST MEET THE FOLLOWING ELIGIBILITY CRITERIA:

Experience:

Essential:

A minimum of fifteen (15) years of proven track record in a financial institution of international/regional/national standing, with at least five (5) years in a senior financial management position

Commendable grasp over the developmental challenges facing the SAARC region

Desirable:

Experience of dealing/working with Government agencies and Social sector

Education

Essential:

Post Graduate Degree in Finance/Business Management/Economics

Desirable:

An advanced degree in Strategic Business Management would be an advantage

Age Limit:

Not over 55 years old on 1 January, 2015

Citizenship:

A bonafide citizen of any SAARC Member State (i.e. Afghanistan /Bangladesh /Bhutan /India /Nepal /Maldives /Pakistan /Sri Lanka).

The CEO would be paid a remuneration of US\$ 6,000 [US Dollars Six Thousand, (tax-free)] with accommodation, transport and other admissible allowances and benefits as per service rules.

If you meet the above criteria and are confident to take up the challenge of leading SDF at very exciting time please submit your application, **by 25 February 2015**, to:

Director (ARD & SDF), SAARC Secretariat, GPO Box: 4222, Kathmandu, Nepal

Fax: 977-1-4227033/4223991, Email: dirban@saarc-sec.org or rejaul@saarc-sec.org

Application form could be downloaded from: http://www.sdfsec.org/news-details?news_id=105234

The SDF Governing Board will interview the short-listed candidates for final selection. The new CEO will take office on 1 June 2015.