



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

SDF/Admin/Recruitment/2013/ 04

January 04, 2013

Vacancy Announcement

Job Type : Professional/Regional Recruits
Agency : SAARC Development Fund Secretariat, Thimphu Bhutan
Term of Service : For three years and extendable by the Chief Executive Officer for a non-renewable period of another three years
Vacancy Number : SDF-RQ-M142, 143 and 144

The SAARC Development Fund (SDF) Secretariat was inaugurated during the 16th SAARC Summit in Thimphu, 2010. The SDF Secretariat became operational on the 1st June, 2010 and currently has the following three professional category vacancies for employment for an initial period of three (3) years with possible extension for another three years:

1. Director, Investment

- **Job description:** He/she will help the CEO in setting up the credit and investment business of SDF and in particular, operationalize the two investment windows namely Economic and Infrastructure Windows of the Fund and in particular (i) bring out the Credit policy including prudential limits, (ii) bring out the Investment policy for both projects and idle fund, (iii) Set up the SDF Pricing and Risk policy, (iv) Standardize pro forma documentation for project loans, credit guarantees, term sheets and other product suggested, (v) Formulate the funding strategy for SDF, (vi) Initiate discussions with reputed Rating Agencies for future fund generation and (vii) Explore different models to promote private sector investments.

He/she will actively seek and solicit investment projects in the SAARC Member States and initiate with the CEO's guidance and approval discussions with Local, National/Regional and International Banks/Funding/Development Institutions to explore and identify models to implement investment/joint venture projects in the region. The investment projects should benefit at least three SAARC Member States.

He/she will report to the Chief Executive Officer.

- **Skills and experience required:** Interested candidates must possess (i) a post graduate degree in Investment/Credit/Fund Management/Finance/Business Administration/Economics from an Institution of International repute/recognition (higher professional degree would be added advantage), (ii) Minimum of fifteen (15) years of practical experience in core



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investment/credit operations, with at least five (5) years in investment, credit and fund management operations at supervisory level, (iii) must be a bona-fide citizen of a SAARC Member State i.e. Afghanistan, Bangladesh, Bhutan, India, Nepal, Maldives, Pakistan, and Sri Lanka.

- **Remuneration:** He/she will be paid a net (tax free) monthly salary of US\$ 4,000 (Four 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.

2. Assistant Director, Financial/Project Analyst

- **Job description:** He/she will assist the Director, Investment in operationalizing the two investment Windows and identify investment/joint venture projects in the SAARC region.
- **Skills and experience required:** Interested candidates must (i) possess a post graduate degree in Fund Management/Finance/Business Administration/Investment/Economics from an Institution of International repute/recognition (higher professional degree would be added advantage), (ii) have minimum of 5 (five) years of practical experience in core investment/credit operations, and (iii) must be a bona-fide citizen of a SAARC Member State i.e. Afghanistan, Bangladesh, Bhutan, India, Nepal, Maldives, Pakistan, and Sri Lanka.
- **Remuneration:** He/she will be paid a net (tax free) monthly salary US\$ 2,000 (Two 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.

3. Assistant Director, Monitoring & Evaluation

- **Job description:** He/she will help set a robust Monitoring & Evaluation system in SDF.
- **Skills and experience required:** Interested candidates must have (i) a post graduate degree Finance/Economics/Project Management from an Institution of International repute/recognition (higher professional degree would be added advantage), (ii) a minimum of 5 years of practical experience in project monitoring & evaluation and (iii) must be a bona-fide citizen of a SAARC Member State i.e. Afghanistan, Bangladesh, Bhutan, India, Nepal, Maldives, Pakistan, and Sri Lanka.



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- **Remuneration:** H/she will be paid a net (tax free) monthly remuneration of US\$ 2, 000 (Two 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 submit a hard and a soft copy of their application letter and resume including copies of academic/training certificates along with a copy of national identity documents to:

Assistant Director,
Administration & Finance,
3rd Floor,
Bhutan Development Bank Limited Building,
Post Box Number 928,
Norzin Lam,
Thimphu 11001,
Bhutan.

Applications can be emailed to info@sdfsec.org

Interested candidates must fill up and submit the Preliminary Job Application Form SDF – 5.1 with your application letter.

The last date for the applications to be received by the SAARC Development Fund Secretariat is 31st January, 2013. Only shortlisted candidates will be called for selection interview and expenses for the selection interview will be borne by SDF Secretariat.

For further information please contact us at telephone numbers:

Phone : +975-2-321152/321153
Fax : +975-2-321203/321150
Website : www.sdfsec.org

CHIEF EXECUTIVE OFFICER