



**SAARC ENERGY CENTRE
ISLAMABAD**

TERMS OF REFERENCE (TORS) FOR PROFESSIONAL STAFF

Terms of Reference for the following 6 positions of Professional Staff are appended below:

1. Programme Leader (Technology Transfer)
2. Programme Leader (Energy Trade)
3. Research Fellow (Energy Trade)
4. Research Fellow (Renewable Energy)
5. Research Fellow (Energy, Transport and Environment)
6. Communication Specialist

Nationals from SAARC Member States (Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan, and Sri Lanka) are invited to apply for appointment against the above mentioned positions at SAARC Energy Centre, Islamabad, Pakistan.

Prescribed Application Form for the positions are available on SEC website www.saarcenergy.org.

Applications should be sent by e-mail to jobs@saarcenergy.org followed by hard copies forwarded through respective Government's Ministry of Foreign/External Affairs along with testimonials. The last date for reaching applications by e-mail is 30th **April 2013**. Whereas paper copies through Government channel can be entertained in due course. However, final action on the application will only be taken after their receipt through the Government channel.

The short listed candidates will be required to appear for personal interview by the Selection Committee at SAARC Energy Centre, Islamabad. The cost of travel (both ways) and per-diem for the short-listed candidates (except Pakistani candidates) will be borne by SAARC Energy Centre.

Duty Station:

The selected candidate will be stationed in Islamabad, Pakistan.

Tenure:

The selected candidate will serve SEC for a period of three years, **which may be extended in exceptional circumstances, to a maximum period not exceeding three years.**

ALLOWANCES, FACILITIES AND BENEFITS:

As per SAARC harmonized rules, if selected as **Programme Leader/Research Fellow/Communication Specialist**, the applicant should be on deputation and his/her salary will be protected by the sending Government of the Member State. Deputation of officials at Regional Centres will not affect their promotion and seniority



prospects in their service at home. **The selected professionals will be eligible for the following allowances:**

Living Allowance:

Programme Leader shall be entitled to living allowance of USD 1,282.60 (50% in US Dollar & 50% in Pak Rupees) per month. Whereas, Research Fellow/Communication Specialist will be entitled to living allowance of USD 1,118.70 (50% in US Dollar & 50% in Pak Rupees) per month.

Accommodation Allowance:

Programme Leader shall be entitled to unfurnished accommodation within the rental ceiling of USD 656 (payable in Pak currency). Whereas, Research Fellow /Communication Specialist will be entitled to unfurnished accommodation within the rental ceiling of USD 632 (Payable in Pak currency).

Furnishing/Settlement Grant:

The Professional staff shall be entitled to a one time lump-sum furnishing/settlement grant of USD 2,000 on first arrival only.

Children's Education Allowance:

Reimbursement of 90% of school tuition fees, including Admission, Registration and other compulsory charges, subject to an annual ceiling of USD 1,500 per child for a maximum of two children between the age of 5 to 21 years i.e. children up to Grade XII/A-level. Reimbursement shall be made on presentation of actual receipt(s) from the concerned educational institutions.

Medical Coverage:

Professional staff shall be entitled to reimbursement of actual expenses on medical treatment for self, spouse and dependent children, subject to an annual ceiling of USD 1,500 including 80% reimbursement of hospitalization charges.

Home Leave Passage:

Professional staff appointed from Member States other than the host country shall be entitled to 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.

Emergency Passage:

Professional staff appointed from Member States other than the host country shall be entitled to emergency passage once in their entire term, in case of death of an immediate family member (spouse, parents, children and spouse's parents) of the official.

Telephone:

Professional Staff shall be entitled to use telephone at their residences, up to USD 20 per month.



POSITION- 1: PROGRAMME LEADER (TECHNOLOGY TRANSFER)

Job responsibilities include:

- Provide the Director SEC with research and analysis on specific topics pertaining to Technology Transfer;
- 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 Technology Transfer;
- Organize, participate and/or make presentations at workshops and conferences hosted by the SAARC Energy Centre and;
- Any other assignment(s) delegated by Director.

Qualification and Experience:

- **Bachelor of Engineering or Master of Science (16 years education) in energy related field;**
- Minimum 12 years **post qualification** experience in **energy related organizations** in project development and execution preferably in R&D and **energy technology development**. The length of required experience can be reduced for candidates possessing higher or meritorious academic qualification;
- Ability to structure strategic analyses, perform synthesis, lead small research group, make recommendations and prepare quality technical reports.
- Have strong initiative, self-motivation, and ability to effectively work in a multicultural environment;
- Ability to lead a small team to deliver commitments;
- Possess excellent communication skills in English both verbal and written;
- Skills in appropriate **computer** software packages.



POSITION- 2: PROGRAMME LEADER (ENERGY TRADE)

Job responsibilities include:

- Provide the Director SEC with research and analysis on specific topics pertaining to energy trade in SAARC Countries;
- Analyze the connections between the opportunities for energy trade, energy security and geopolitics in the region;
- Identify and 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(s) delegated by Director.

Qualification and Experience:

- **Bachelor of Engineering or Master of Science (16 years education) in energy related field;**
- Minimum 12 Years post qualification experience in energy related organizations in 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 qualification;
- Ability to structure strategic analyses, perform syntheses, lead small research group, make recommendations and prepare quality technical reports.
- Have strong initiative, self-motivation, and ability to effectively work in a multicultural environment.
- Ability to lead a small team to deliver commitments.
- Possess excellent communication skills in English both verbal and written.
- Skills in appropriate computer software packages.



POSITION-3: RESEARCH FELLOW (ENERGY TRADE)

Job responsibilities include:

- Analyze the relationship 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(s) delegated by Director or Programme Leader, Energy Trade.

Qualification and Experience:

- **Bachelor of Engineering or Master of Science (16 years education) in energy related field;**
- **Minimum 8** years post qualification experience in **energy related organization** in 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 qualification;
- Ability to structure strategic analyses, perform syntheses, lead small research group, make recommendations and prepare quality reports.
- Have strong initiative, self-motivation, and ability to effectively work in a multicultural environment;
- Ability to lead a small team to deliver commitments;
- Possess excellent communication skills in English both verbal and written;
- Skills in appropriate **computer** software packages.



POSITION-4: RESEARCH FELLOW (RENEWABLE ENERGY)

Job responsibilities include:

- Analyze the relationships between challenges and opportunities for development of Renewable Energy in the SAARC Member States;
- Identify and undertake research, analysis, perform synthesis, and make recommendations in renewable energy issues with the goal of developing working solutions;
- Undertake scenario-building exercises, conduct comprehensive integrated analysis;
- Identify and formulate policy recommendations for **development of Renewables** ;
- Assist in preparation and implementation of programme activities related to Renewable Energy and organizing workshops, seminars and conferences hosted by the SAARC Energy Centre and;
- Any other assignment(s) delegated by Director or an officer authorized by him in this regard.

Qualification and Experience:

- **Bachelor of Engineering or Master of Science (16 years education) in energy related field;**
- Minimum 8 years **post qualification** experience in any Renewable Energy related national and international organization, dealing with Renewable Energy programme planning and development. The length of required experience will be reduced for candidates possessing higher or meritorious academic qualification;
- Ability to structure strategic analysis, perform syntheses, lead small research group, make recommendations and prepare quality reports;
- Have strong initiative, self-motivation, and ability to effectively work in a multicultural environment;
- Ability to lead a small team to deliver commitments;
- Possess excellent communication skills in English both verbal and written;
- Skills in appropriate computer software packages.



POSITION-5: RESEARCH FELLOW (ENERGY, TRANSPORT AND ENVIRONMENT)

Job responsibilities include:

- Analyze the relationship between challenges and opportunities for integrated assessment of Energy, Transport and Environment in the SAARC Member States;
- Identify and undertake research, analysis, perform synthesis, and make recommendations in Energy, Transport and Environmental issues with the goal of developing working solutions;
- Undertake scenario-building exercises, conduct comprehensive integrated analysis 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(s) delegated by Director or an Officer authorized by him in this regard.

Qualification and Experience:

- **Bachelor of Engineering or Master of Science (16 years education) in energy related field;**
- **Minimum** 8 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 qualification;
- Have strong initiative, self-motivation, and ability to effectively work in a multicultural environment;
- Possess strong written and verbal communication skills in English;
- Skills in appropriate computer software packages.



POSITION-6: COMMUNICATION SPECIALIST

Job responsibilities include:

- Provide the Director SEC with research and analysis on specific topics pertaining to energy in SAARC Member States;
- Coordinate all communication related activities pertaining to internal and external stakeholders of SEC;
- Maintain and regularly update the SEC website content and SEC activity calendar of energy activities in the SAARC Member States;
- Plan, write, prepare and/or review press releases and articles to be included in SEC newsletter and other publications;
- Research, interview, write, edit, proof-read and distribute content for electronic media and print communication;
- Develop story logs and editorial calendars, conduct secondary research and interpret the results of primary research, conduct interviews, and write articles and speeches on the development in energy sector of South Asia;
- Maintain a detailed repository of press releases and articles;
- Conduct periodic surveys among the member states utilizing web-based tools;
- Participate in the setting-up and preparation of all SEC sponsored events;
- Assist Professional Staff as required especially in editing and composing of technical reports;
- Any other assignment(s) delegated by Director or an Officer authorized by him in this regard.

Qualification and Experience:

- Bachelor or **Master Degree (16 year education) preferably in Information Technology/ Computer Engineering / Masters in English Language/Literature.** Additional Qualification in Management Sciences will be preferred;
- **Minimum 4** year experience in a reputable national and international organization(s).



- Ability to produce high quality reports, carry-out comparative analysis of publications, consolidate information and make solid recommendations;
- Have strong initiative, self-motivation, and ability to effectively work in a multicultural environment;
- Ability to lead a small team to deliver commitments;
- Possess excellent interpersonal and communication skills;
- Excellent command on written and verbal English;
- Proficiency in standard application software such as MS Word, MS Excel, MS PowerPoint, MS Project and web development tools.