



TERMS OF REFERENCE (TORs)
FOR POSITION OF
DEPUTY DIRECTOR (COORDINATION)

Job Responsibilities include:

- Assist the Director SEC in administrative and financial matters with respect to overall functioning of the Centre;
- Coordinate with SAARC Secretariat, Governing Board Members, Government of Pakistan, focal points/ institutions for energy related matters in the Member States;
- Plan and organize Governing Board meetings, Selection Committee meetings, workshops, seminars, conferences, etc. when needed;
- Prepare and manage annual programme cost budget, institutional cost budget and capital cost budget;
- Prepare working papers of Governing Board and Selection Committee meetings and their reports;
- Develop linkages and explore networking opportunities with relevant regional organizations/ stakeholders;
- Administratively supervise staff of the Centre;
- Other task(s)/ duty(ies) assigned by the Director.

Qualification and Experience:

- Bachelor or Master of Engineering (minimum 16 years education) in energy related field. Higher education in energy related field and additional qualification in Management Sciences will be preferred;
- Minimum 15 years of experience (post minimum qualification) in energy related organizations, preferably in research, development, finance, management, and coordination;
- Age shall be between 45 years and 61 years by the last date of submission of application through email;
- Have strong initiative, self-motivation, and ability to effectively work in a multicultural environment;
- Must have good research, financial, administrative and managerial skills;



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- Must be a good team player as well as a leader with the ability to achieve the set targets/commitments within given timelines;
- Possess excellent communication skills in English both verbal and written;
- Skilled in appropriate computer software packages.

Supporting Documents/ Testimonials:

Upon selection, the applicant(s) will be required to submit verified and duly attested hard copies of all educational documents/testimonials from the relevant Higher Education Authority and Foreign/ External Affairs Offices. Non-production of such verified and attested copies shall lead to disqualification from the selection and the position will be offered to the next applicant in order of merit.

Terms & Conditions:

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 a **Deputy Director (Coordination)**, the public sector candidate 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 professional will be eligible for the following allowances:

Living Allowance:

Deputy Director (Coordination) shall be entitled to living allowance of USD 1,437 per month. Appointee from outside Pakistan shall be paid 50% in US Dollar & 50% in equivalent Pak Rupees. However, Appointee from Pakistan shall be paid 100% in equivalent Pak Rupees.

Accommodation Allowance:

Deputy Director (Coordination) shall be entitled to unfurnished accommodation within the rental ceiling of USD 735 (payable in Pak Rupees) per month.

Furnishing / Settlement Grant:

Deputy Director (Coordination) 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



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children between the age of 4 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:

Deputy Director (Coordination) 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:

Deputy Director (Coordination) appointed from Member States other than Pakistan 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:

Deputy Director (Coordination) appointed from Member States other than Pakistan shall be entitled to emergency passage once in his/her entire term, in case of death of an immediate family member (spouse, parents, children and spouse's parents) of the official.

Telephone:

Deputy Director (Coordination) shall be entitled to use telephone at his/her residence, up to USD 20 per month.