



TERMS OF REFERENCE (TOR)
FOR POSITION OF
PROGRAMME LEADER (ENERGY TRADE)

Job responsibilities include:

- Undertake independent, quantitative and qualitative research & analysis as well as lead a small group of researchers;
- Assist the Director SEC with research proposals and conduct analysis on specific topics pertaining to Energy Trade;
- Interact with relevant regional institution, policy-makers and professionals and manage stakeholder's engagement processes;
- Communicate effectively with stakeholders;
- Conceive, conceptualize and implement the SEC annual programme activities related to Energy Trade;
- Organize, participate and/or make presentations at workshops and conferences hosted by the SAARC Energy Centre;
- Proactively coordinate the outsourcing of short-term research tasks on Energy Trade; and
- Any other assignment(s) given by Director.

Qualification and Experience:

- Bachelors of Engineering or Masters of Science (16 years' education) in energy related field. Professionals possessing higher or meritorious academic qualification will be preferred.
- Minimum 04 years' experience in any energy related National and International organizations, dealing with Energy programme planning and development. The length of required experience will be reduced for candidates possessing higher academic qualification.
- Maximum age not more than 55 years on the last date of submission of application.



- Motivation to do research and ability to work independently. Strong analytical abilities as demonstrated by academic achievements and other personal accomplishments;
- Ability to structure strategic analyses, perform synthesis, lead small research group, make recommendations and prepare quality technical reports;
- Have strong initiative, self-motivation, willingness to learn, lead & deliver and ability to work in a multicultural environment;
- Ability to lead a small team to deliver commitments;
- Possess excellent communication skills in English (both verbal and written);
- Well versed with modern IT tools and Computer software packages.

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 **Programme Leader (ET)**, 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 private sector candidates with exceptional qualification and related experience may also apply through respective Foreign/External Affairs Office with all relevant attested documents.

The selected professionals will be eligible for the following allowances:

Living Allowance:

Programme Leader (ET) shall be entitled to living allowance of USD 1,437 (50% in US Dollar & 50% in Pak Rupees) per month.

Accommodation Allowance:

Programme Leader (ET) shall be entitled to unfurnished accommodation within the rental ceiling of USD 735 (payable in Pak Rupees).



Furnishing / Settlement Grant:

The **Programme Leader (ET)** shall be entitled to a one-time lump-sum furnishing / settlement grant of USD 2,000 on first arrival only (payable in Pak Rupees).

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:

Programme Leader (ET) 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:

Programme Leader (ET) 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:

Programme Leader (ET) 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:

Programme Leader (ET) shall be entitled to use telephone at their residences, up to USD 20 per month.