



SAARC Agriculture Centre (SAC)
BARC Complex, Farmgate, Dhaka – 1215, Bangladesh

VACANCY ANNOUNCEMENT (2022)

Professional Position under SAARC Agriculture Centre (SAC)

Post	:	Senior Programme Specialist (Crops)
Age	:	Not more than 55 (Fifty five) years on the closing date.
Duty Station	:	Dhaka, Bangladesh
*Closing Date	:	15 November 2022 for advance copy to be submitted at SAC <director@sac.org.bd>.
Date of Joining	:	Sixty (60) days from the date of issue of offer letter.
Duration	:	3 years

* One-month grace period for receiving original application at SAC to be recommended and forwarded by the concerned Ministry

Essential qualifications and experience:

PhD in Crop Sciences (Agronomy/Crop Physiology/Plant breeding/Entomology/Horticulture/Crop botany) with 10 years experience or Master degree in Agriculture with good academic record with 15 years experience in R & D. Regional experience in South Asia is desirable.

Desirable qualification and experience:

Regular employees working in NARES or University or Developmental Departments with good academic record, experience in Research and Development. Regional experience in South Asia or regional platforms. Experience in ensuring and contributing to food and nutritional security, food system development and transfer of new technologies and strengthening research-extension-farmers linkage.

Professional competence:

Good writing and communication skills. Skills in comprehensive program planning, proposal writing, setting regional priorities, monitoring and evaluation and training skills related to crop production and protection. Should provide policy support, key policy inputs and engage in policy advocacy at regional level that will help to reduce poverty. Dissemination of technologies promoting diversified agricultural practices in the region and combat climate change related issues in the region. Should have clear understanding of regional strategy on food security, and enhancement of productivity. Should be able to work in a mixed culture and in a team. Competence in computer use is required and to be able to work independently and to produce result-oriented quality output.

Brief job description:

The candidate should be able to initiate program/activities for the Centre and jointly in collaboration with donors in the area of field crops, related issues, GAP (Good Agricultural Practices), environmental aspects, conservation of resources, bio-diversity, food and nutrition security and value addition. He should translate regional priority issues into implementable programs. Prepare program profile/description, work plan, status report, monitoring and evaluation report, progress report, working papers, annual report and others as and when required. Ensure production of necessary reports, policy input, etc. on timely basis.

Allowances, facilities and benefit:

The sending government shall protect the salary and meet the cost of transfer passages for his/her family including personal effects. In addition, he/she will receive from SAC the following allowances:

1.	Living Allowance	US \$ 1,225.00 (US Dollar One Thousand Two Hundred and Twenty five) only per month (50 % US Dollar & 50 % Taka).
2.	Daily Allowance in lieu of House rent allowance	In the absence of residential accommodation on first arrival per Diem in lieu of house rent allowance @ US Dollar 150.00 (One hundred and Fifty dollar) per day up to a maximum of 21 days for hotel accommodation. An accompanying spouse and up to two of the dependent children below the age of 21 years will get 50 per cent of Daily Allowance. The daily Allowance applicable for SAARC capitals are at Appendix-A. The Regional Centers shall try to find and finalize lease deed for suitable accommodation within this period of time. In case a suitable accommodation is not available within this period, the actual cost of hotel accommodation may be reimbursed to the professional staff subject to his /her entitled rental ceiling. (Not applicable for professionals from Bangladesh).
3.	Residential Accommodation	Professional Staff of the Regional Centre's are presently entitled to unfurnished accommodation within the rental ceiling of US \$ 637.00 (US Dollar Six Hundred and Thirty seven) only in equivalent local currency of Taka per month.
4.	Furniture Grant	The Professional Staff shall be entitled to a one time lump-sum furnishing/settlement grant of US \$ 2,000.00 (US Dollar Two Thousand) only.
5.	Children's Education Allowance	Professional Staff shall be entitled to reimbursement of 90% of school Tuition Fees including Admission, Registration and other compulsory charges subject to an annual ceiling of US\$ 1,500.00 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 on presentation of actual receipt.
6.	Medical Allowance	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 US \$ 1,500.00 including 80% reimbursement of hospitalization charges. No reimbursement shall be made for medicines purchased without doctor's prescription and on optical frames/glasses/lenses, dental treatments like- dentures, scaling, and surgeries for the purposes of beautification, health care products and health foods.
7.	Home Leave Allowance	Professional Staff shall be entitled to Home Leave Passage for Economy class for self, spouse and two dependent children once in their tenure and only after completing 18 months of continuous service. No daily allowance or any expenditure on account of stop - overs and transfer charges from and to airport shall be entitled.
8.	Other(s)	All other entitlements will be born as per SAARC Harmonize rules.

Common requirements:

1. Clear understanding on the regional and global context is essential.
2. Assist the Director in all activities and carry out assignments.
3. Any other responsibility relevant to the Centre programs.

General Information:

Application in prescribed form (*available at the SAARC Division of Foreign / External Affairs, Ministry of SAARC Member Countries and also at the SAC web site: www.sac.org.bd*) duly filled in by the applicant with recommendation by the competent authorities should reach to the **Director**, SAARC Agriculture Centre (SAC), BARC Complex, Farmgate, Dhaka – 1215, Bangladesh or email to **<director@sac.org.bd>**.

The closing date for receiving of applications (hard/soft copy) at SAARC Agriculture Centre (SAC) shall be **15 November 2022** for advance copy and **15 December 2022** for original applications recommended and forwarded by the concerned Ministry to the SAARC Section of respective Ministry of Foreign/External Affairs. The application(s) not received in SAC by the above prescribed closing date(s) shall be rejected without any notice. A candidate, who anticipates delay in forwarding of his /her application by his/her employer, may send ‘Advance Copy’ of application(s) to the SAC by the said closing date. However, while sending the ‘Advance Copy’ of application(s) directly to the SAC by the closing date, the candidate should append a certificate in his/her advance copy of application indicating clearly therein that he/she has intimated his/her controlling authority/employer of the same and has also simultaneously submitted original application for the said post to his/her controlling authority/employer with a request to forward the same as application “**Through Proper Channel**” so as to reach SAC office positively within **30 days** after the closing date, i.e., by **15 December 2022**, otherwise it would be rejected without any notice.

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SAARC AGRICULTURE CENTRE (SAC)
BARC Complex, Farmgate, Dhaka-1215, Bangladesh

APPLICATION FORM

Name of the post : **Senior Program Specialist (Crops)**

INSTRUCTION: Please fill up the form completely and clearly. Type or print in ink. If needed, additional pages may be attached. Be sure to sign and date the form.		Affix Photograph		
1. Name (As per certificate):				
2. Present Address (with Tel./Cell. number):				
3. Mailing Address (If separate from present address):				
4. Permanent Address (with Tel./Cell. number):				
5. A) Place of Birth:				
5. B) Date of Birth		Day	Month	Year
5. C) Age as on 15 December 2022		Day	Month	Year
6. (A) Citizenship at Birth:		6. (B) Present Citizenship:		
7. Sex (Check):		Male		Female

8. Marital Status (Check):

Married	Single	Widowed	Divorced	Separated
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9. List of dependent(s)

Name	Date of Birth	Relationship

10. Have you taken up legal residence status in any country other than that of your nationality?

Yes	No
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If "Yes", which country?

11. Have you taken any legal steps towards changing your present nationality?

Yes	No
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If "Yes", explain why?

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12. Educational background: Furnish details starting from last Degree (Enclose true copies of supporting documents):

Name of Institution / University and Place	Degree / Diploma / Certificate	Year	Class / Division /outstanding achievements	Main subject(s)

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13. State your professional competence in the post applied for (Not more than 150 words, please enclose supporting documents, if any):

14. Language proficiency [Please tick (✓) in the appropriate box. Also enclose certificate if there be any]:

	Read			Write			Speak		
	Excellent	Good	Fair	Excellent	Good	Fair	Excellent	Good	Fair
English									
Others:									

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15. Employment Record: Starting with your present or most recent post, list in reverse order every employment during the last ten years and any significant experience not included in that period which you believe will be helpful in evaluating your record. Use a separate block for each post. Use additional sheets of paper as required.

A:

Dates		Salaries per annum (Excl. Allowances)		Exact title of your post
		Starting	Present	
From	To			
...../...../...../...../.....			
Name of Supervisor				
Name & address of Employer		Net Salary	Number & kind of employees supervised by you:	
			Professional -	
			Other support staff -	
Description of your work:				

B:

Dates		Salaries per annum (Excl. Allowances)		Exact title of your post
		Starting	Present	
From	To			
...../...../...../...../.....			
Name of Supervisor				
Name & address of Employer		Total salary	Number & kind of employees supervised by you:	
			Professional -	
			Other support staff -	
Description of your work:				

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C:

Dates		Salaries per annum (Excl. Allowances)		Exact title of your post
		Starting	Present	
From	To			
...../...../...../...../.....			
Name of Supervisor				
Name & address of Employer		Total Tax	Number & kind of employees supervised by you: Professional - Other support staff -	
Description of your work:				

D:

Dates		Salaries per annum (Excl. Allowances)		Exact title of your post
		Starting	Present	
From	To			
...../...../...../...../.....			
Name of Supervisor				
Name & address of Employer		Total Tax	Number & kind of employees supervised by you: Professional - Other support staff -	
Description of your work:				

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16. List of Professional publications & reports (Please attach separate sheets, if required):

17. List of Membership in professional bodies (please attach separate sheet, if required):

Sl. No.	Descriptions

18. Have you any objections to making inquire of your present / last employer?

 Yes

 No

19. References: List three persons not related to you who are familiar with your character and qualifications.

Full Name	Full Address with telephone no.

20. Legal convictions (include all convictions other than those for minor violations like road traffic). Please state last first.

Charge	Date	Where	Conviction

21. State any other relevant facts. Include information regarding any residence or prolonged travel abroad, giving dates, areas, purposes, etc.

22. Please state any disabilities or any disease etc. which might limit you field of work (Final appointment will be subject to physical examination).

I certify that the statements made by me in the foregoing items are true, complete, and correct to the best of my knowledge and belief. I understand that any false statements or any required information withheld from this form may provide grounds for the withdrawal of any offer of appointment or dismissal.

Date: _____

Signature: _____

Your application for employment, if found useful to our overall program, will be retained on our roster for a maximum period of 12 months.

Recommendation by the employer

I do hereby certify that Dr. /Mr. /Ms. /Mrs. _____
_____ of _____

_____ shall be released on deputation to join the SAARC Agriculture Centre (SAC), Dhaka, Bangladesh as per stipulated date if he/she is appointed as _____

Date: _____

Signature: _____

Name: _____

Address: _____

Officer Seal

Recommendation of the concerned Ministry

I do hereby certify that Dr. /Mr. /Ms. /Mrs. _____

_____ of the Ministry of _____

shall be released on deputation to join the SAARC Agriculture Centre (SAC), Dhaka, Bangladesh as per stipulated date if he/she is appointed as _____

Date: _____

Signature: _____

Name: _____

Address: _____

Officer Seal
