



**SOUTH ASIAN ASSOCIATION  
FOR REGIONAL COOPERATION  
SECRETARIAT**

**Message No. 150 02 17**

**No. SAARC/ARD/77/SAC/A/2018(Vol-II)**

The Secretariat of the South Asian Association for Regional Cooperation (SAARC) presents its compliments to the Ministries of Foreign/External Affairs of the Member States of SAARC and has the honour to state that the SAARC Agriculture Centre (SAC) would like to recruit an official for the professional position of "Senior Programme Specialist (Fisheries)".

In this regard, the Secretariat has further the honour to forward herewith the 'Vacancy Announcement' and the prescribed 'Application Form' received from the SAARC Agriculture Centre for the afore-mentioned position.

The esteemed Member States are requested to widely circulate the Vacancy Announcement and Application Form.

The Secretariat of SAARC avails itself of this opportunity to renew to the Ministries of Foreign/External Affairs of the Member States of SAARC, the assurances of its highest consideration.

**Encls: a. a.**

Ministries of Foreign/External Affairs,  
**(SAARC Division)**  
Member States of SAARC.



**Kathmandu, 28 March 2023**



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

**VACANCY ANNOUNCEMENT (2023)**  
**Professional Position under SAARC Agriculture Centre (SAC)**

Post	:	<b>Senior Program Specialist (Fisheries)</b>
Age	:	Not more than 55 (Fifty-five) years.
Duty Station	:	Dhaka, Bangladesh
Closing Date	:	<b>5<sup>th</sup> May 2023</b> 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

**Qualification and Experience:**

PhD in Fisheries/Aquaculture related disciplines and 10 years of progressive work experiences in the relevant fields or Masters degree in Fisheries/Aquaculture/Zoology (Fisheries) with 15 years of progressive work experience in the relevant fields.

**Professional Competence:**

Prospective candidates should

- be specialized in fisheries/aquaculture development program/project formulation, implementation, monitoring and impact analysis, report preparation and presentation.
- have clear understanding on the regional and global context of agriculture and food systems in general, and fisheries and aquaculture systems in particular.
- have strong, broad-based technical background and demonstrated understanding of the related international legislations, standards and operating procedures pertaining to fisheries/aquaculture businesses.

**Brief Job Description:**

As a senior member of the divisional team, the SPS (Fisheries) will be responsible for leading the fisheries/aquaculture related research and development activities undertaken by the Centre at regional level. These activities will include, but not be limited to:

- Acting as the focal point on Fisheries/Aquaculture programs and activities of the Centre.
- Analysing, assessing, and appropriately disseminating information and policy advice to the relevant stakeholders of the Member States with respect to sustainable development of the fisheries/aquaculture.
- Coordinating regional meetings, webinars/seminars, workshops, and training programs related to fisheries/aquaculture research and development.
- Developing collaborative programs/projects at regional level with the external development partners.
- Preparing program profile, work plan, status report, monitoring and evaluation report, progress report, working papers, annual report, and others as and when required.
- Providing necessary support and cooperation to other divisions as well as assisting to the Director of the Centre as and when required.



**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.	<b>Living Allowance</b>	US \$ 1,225.00 (US Dollar One Thousand Two Hundred and Twenty five) only per month (50 % US Dollar & 50 % Taka).
2.	<b>Daily Allowance in lieu of House rent allowance</b>	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.	<b>Residential Accommodation</b>	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.	<b>Furniture Grant</b>	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.	<b>Children's Education Allowance</b>	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.	<b>Medical Allowance</b>	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.	<b>Home Leave Allowance</b>	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.	<b>Other(s)</b>	All other entitlements will be born as per SAARC Harmonize rules.

### **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](http://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>](mailto:director@sac.org.bd). Certified photocopies of all academic credentials and relevant supporting documents should be attached along with the application form.

The closing date for receiving of applications (hard/soft copy) at SAARC Agriculture Centre (SAC) shall be **5<sup>th</sup> May 2023** for advance copy and **31<sup>st</sup> May 2023** for original applications recommended and forwarded by the concerned Ministry to the *SAARC Section of respective Ministry of Foreign/External Affairs*.

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 ([director@sac.org.bd](mailto:director@sac.org.bd)) 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 the closing date, i.e., by **31<sup>st</sup> May 2023**, otherwise it would be rejected without any notice.



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

**APPLICATION FORM**

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

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 ( <i>with Tel./Cell. number</i> ):				
3. Mailing Address (If separate from present address):				
4. Permanent Address ( <i>with Tel./Cell. number</i> ):				
5. A) Place of Birth:				
5. B) Date of Birth		Day	Month	Year
5. C) Age as on <b>31 May 2023</b>		Day	Month	Year
6. (A) Citizenship at Birth:		6. (B) Present Citizenship:		
7. Sex (Check):		<div>Male</div> <div>Female</div>		

8. Marital Status (Check):

Married

Single

Widowed

Divorced

Separated

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

If "Yes", which country? .....

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

Yes

No

If "Yes", explain why?

.....  
 .....  
 .....

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
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No
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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

