

অনানুষ্ঠানিক নোট

বিষয়ঃ SAARC Energy Centre এ ০৩ (তিন) টি শূন্য পদে নিয়োগের ব্যাপারে বিজ্ঞপ্তি প্রকাশ প্রসঙ্গে।


সূত্রঃ সার্ক সচিবালয়ের নোট ভার্বাল নং:SAARC/ETS/SEC/Vacancy/2024 (Message No.2460737) তারিখঃ ০৩
এপ্রিল ২০২৪

উপর্যুক্ত বিষয় ও সূত্রের পরিপ্রেক্ষিতে জানাচ্ছি যে, SAARC Energy Centre এ নিম্নোল্লিখিত ০৩টি শূন্যপদে
নিয়োগের নিমিত্ত SAARC Energy Centre বিজ্ঞপ্তি প্রকাশ করেছেঃ

- ১। Deputy Director (Programs)
- ২। Program Leader (Energy trade)
- ৩। Research Fellow (Energy, transport and Environment)

০২। উপর্যুক্ত পদে সার্কভুক্ত দেশসমূহ থেকে আগ্রহী যোগ্য প্রার্থীগণ আবেদন করতে পারবেন। এ সংক্রান্ত নিয়োগ বিজ্ঞপ্তি ও
অন্যান্য দলিলাদি পররাষ্ট্র মন্ত্রণালয়ের ওয়েবসাইটে আপলোড করার জন্য অনুরোধ করছি। নিয়োগ বিজ্ঞপ্তি ও অন্যান্য দলিলাদি
সংযুক্তি আকারে প্রেরণ করা হলো।

০৩। মহাপরিচালক (সার্ক ও বিমস্টেক)-এর সদয় অনুমোদনক্রমে প্রেরণ করা হলো।


০৫.০৫.২০২৪
(মোছাঃ আফরিন নাহার লতা)
সিনিয়র সহকারী সচিব (সার্ক)

সহকারী সচিব (আইসিটি অনুবিভাগ)

ইউ. ও. নোট নং: ১৯.০০.০০০০.৩১২.৩৪.০১৪.১৭/৬২

তারিখঃ ০৪ এপ্রিল ২০২৪



South Asian Association for Regional Cooperation (SAARC)
SAARC ENERGY CENTRE (SEC)
H. No. 255, Akram Road, Bani Gala,
Islamabad 44000 – Pakistan

APPLICATION FORM FOR RESEARCH FELLOW (ENERGY, TRANSPORT & ENVIRONMENT)

Position applied for: _____

1. Name (as per certificates):

2. Present Postal Address:

3. Mailing Address (If different than the present address):

4. Permanent Postal Address:

5. Email ID: _____ Cell No: _____

6. (a) Place of Birth _____ (b) Date of Birth _____
Day Month Year

7. (a) Citizenship at Birth: _____ (b) Present Citizenship: _____

8. Gender (Please check one): Male Female

9. Marital Status (Please check one):
Married Single Widowed Divorced Separated

10. Do you have any dependants? Yes No



In case, answer is "Yes", please provide the following information

Name	Date of Birth	Relationship

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

Yes No

In case, answer is "Yes", which country: _____

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

Yes No

If answer is "Yes", please provide details: _____

13. Academic Qualifications (Please furnish details in Table below, add rows, if required):

Name and Place of Institution along with latest QS Ranking; (Engineering & Technology) and/or (Social Sciences & Management) where applicable	Degree/Diploma	Year	Duration (Year)	Major Subject(s)

14. Employment Record (starting with your present or most recent position. List every employment position during the last 8 years and any significant experience not included in that period which, you believe, may be helpful in evaluating your record. Use a separate block for each position. Add rows, if required.):

A. Exact Title of Position	Period	
	From	To

Name of Supervisor	Number and Kind of Employees Supervised by you	Duty Station

Name and Address of Employer

Key Responsibilities and Achievements (Maximum 150 words)

Reason(s) for leaving, if applicable.

B. Exact Title of Position	Period	
	From	To

Name of Supervisor	Number and Kind of Employees Supervised by you	Duty Station

Name and Address of Employer

Key Responsibilities and Achievements (Maximum 150 words)

Reason(s) for leaving, if applicable.

C. Exact Title of Position	Period	
	From	To

Name of Supervisor	Number and Kind of Employees Supervised by you	Duty Station

Name and Address of Employer

Key Responsibilities and Achievements (Maximum 150 words)

Reason(s) for leaving, if applicable.

15. Do you have any objection in making inquiries with your present employer?

Yes

No

16. Author of publications in the relevant field (please attach or quote reference(s) of the Journal(s), Book(s), etc.), add rows, if required:

Sr. No.	Title of Publication	Year	Reference	Impact Factor

17. List skills in energy modelling/ simulation software, modern IT tools, computer software packages etc.,:

18. List down major assignments performed indicating experience of techno-economic analysis for energy projects;

19. Language Proficiency (Please check appropriate columns, add rows, if required):

Language	Read			Write			Speak		
	Excellent	Good	Fair	Excellent	Good	Fair	Excellent	Good	Fair

20. Member of professional institution(s):

21. References (list three persons not related to you who are familiar with your character and qualifications.):

Full Name	Postal & Email Addresses	Occupation

22. Legal Convictions (include all convictions other than those for minor violations of road traffic rules and regulations):

Charge	Date	Where tried	Conviction

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23. Please state any disabilities which might limit your performance:

I certify that the statements made by me in this Application Form are true, complete and correct to the best of my knowledge and belief. I understand that any false statement or any required information withheld in this document may provide grounds for the withdrawal of offer of appointment or dismissal, even if an appointment has already been made and accepted.

Date: _____
dd month yyyy

Signature: _____

INSTRUCTIONS: Please fill up this Application Form completely and clearly by typing-in and send it on the given email ID along with scan copies of all the relevant documents. Handwritten applications will not be considered for selection. Ensure to insert your scanned signature and date on this Form.

CERTIFICATE FROM THE CONCERNED MINISTRY/EMPLOYER
(Applicable for Public Sector Applicant Only)

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

Designation _____ in the Department/ Ministry of _____

shall be released on deputation to join the SAARC Energy Centre, Islamabad, Pakistan per stipulated date if he/she is appointed as _____ by the SAARC Energy Centre (SEC), Islamabad, Pakistan.

Date: _____

Signature: _____

Name: _____

Address: _____

Officer Seal



TERMS OF REFERENCE (TOR)
FOR POSITION OF
RESEARCH FELLOW (ENERGY, TRANSPORT & ENVIRONMENT)

JOB RESPONSIBILITIES INCLUDE:

- Undertake quantitative and qualitative research & analysis;
- Search for new and emerging research ideas/ topics in the energy sector important for the SAARC region and develop concept papers/ research proposals for formulating the annual programme activities;
- Assist the Director SEC, Deputy Director and Programme Leader in research proposals and conduct analysis on specific topics within but not limited to Energy, Transport and Environment;
- Interact with relevant regional institutions, policy-makers and professionals and manage stakeholder's engagement;
- Conceive, conceptualize, plan and implement the SEC annual programme activities but not limited to Energy, Transport and Environment;
- Organize, participate and/or make presentations at workshops and conferences;
- Develop concept/working papers, coordinate and lead for hiring/ engagement of consultants/ specialists for outsourcing of short-term research tasks, trainings etc.;
- Drafting and publications of documents, studies, reports, and newsletters, etc.;
- and
- Any other assignment(s)/ duty(ies) assigned by the Director.

QUALIFICATION, EXPERIENCE AND OTHER REQUIREMENTS:

- Bachelor of Engineering (minimum 16 years education) in energy related field. Higher qualification in the energy related field and additional qualification in Management will be preferred.
- Minimum eight (8) years of experience in energy related organizations, dealing with policy, research, planning and development;
- Must demonstrate good skills in the areas of policy, research, development and research/ report writing;
- Must be a self-motivated and a good team player with the ability to work effectively in a multicultural environment and deliver the targets/ commitments within timelines;
- Motivation and ability to undertake research work, perform analysis, make recommendations and develop quality research/ technical proposals, studies and report independently or in team;
- Possess excellent communication skills in English (both verbal and written);
- Skilled in energy modelling/ simulation, modern IT tools and Computer software packages with good command in Excel for energy calculations/modelling;
- Possess good knowledge and experience of techno-economic analysis for energy projects;
- Maximum age not more than 40 years on the last date of submission of application.

**SUPPORTING DOCUMENTS/ TESTIMONIALS:**

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

TERMS & CONDITIONS:

The private and public sector candidates meeting the requirement/ criteria may apply for the position. Private candidates from Pakistan can submit their application (email and post) directly to SEC. The candidates from other Member States can submit their application through email however their application with all relevant documents must be received through respective Foreign/External Affairs Office.

As per SAARC harmonized rules, the public sector candidate, if selected as a Research Fellow (ETE), shall be on deputation and his/her salary will be protected by the sending Government of the Member State.

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:

The selected professional will be eligible for the following allowances:

Living Allowance:

Entitled to a living allowance of USD 1,378 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:

Entitled to an unfurnished accommodation within maximum rental ceiling of USD 708 (payable in Pak Rupees) per month.

Furnishing / Settlement Grant:

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 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:

Entitled to a 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:

Research Fellow (ETE) 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:

Research Fellow (ETE) 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:

Research Fellow (ETE) shall be entitled to use telephone at his/her residence, up to USD 20 per month.



South Asian Association for Regional Cooperation (SAARC)
SAARC ENERGY CENTRE (SEC)
H. No. 255, Akram Road, Bani Gala,
Islamabad 44000 – Pakistan

APPLICATION FORM FOR DEPUTY DIRECTOR (PROGRAMS)

Position applied for: _____

1. Name (as per certificates):

2. Present Postal Address:

3. Mailing Address (If different than the present address):

4. Permanent Postal Address:

5. Email ID: _____ Cell No: _____

6. (a) Place of Birth _____ (b) Date of Birth _____
Day Month Year

7. (a) Citizenship at Birth: _____ (b) Present Citizenship: _____

8. Gender (Please check one): Male Female

9. Marital Status (Please check one):
Married Single Widowed Divorced Separated

10. Do you have any dependants? Yes No



In case, answer is "Yes", please provide the following information

Name	Date of Birth	Relationship

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

Yes No

In case, answer is "Yes", which country: _____

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

Yes No

If answer is "Yes", please provide details: _____

13. Academic Qualifications (Please furnish details in Table below, add rows, if required):

Name and Place of Institution along with latest QS Ranking; (Engineering & Technology) and/or (Social Sciences & Management) where applicable	Degree/Diploma	Year	Duration (Year)	Major Subject(s)

14. Employment Record (starting with your present or most recent position. List every employment position during the last 17 years and any significant experience not included in that period which, you believe, may be helpful in evaluating your record. Use a separate block for each position. Add rows, if required.):

A. Exact Title of Position	Period	
	From	To

Name of Supervisor	Number and Kind of Employees Supervised by you	Duty Station

Name and Address of Employer

Key Responsibilities and Achievements (Maximum 150 words)

Reason(s) for leaving, if applicable.

B. Exact Title of Position	Period	
	From	To

Name of Supervisor	Number and Kind of Employees Supervised by you	Duty Station

Name and Address of Employer

Key Responsibilities and Achievements (Maximum 150 words)

Reason(s) for leaving, if applicable.

C. Exact Title of Position	Period	
	From	To

Name of Supervisor	Number and Kind of Employees Supervised by you	Duty Station

Name and Address of Employer

Key Responsibilities and Achievements (Maximum 150 words)

Reason(s) for leaving, if applicable.

15. Do you have any objection in making inquiries with your present employer?

Yes

No

16. Author of publications in the relevant field (please attach or quote reference(s) of the Journal(s), Book(s), etc.), add rows, if required:

Sr. No.	Title of Publication	Year	Reference	Impact Factor

17. List skills in energy modelling/ simulation software, modern IT tools, computer software packages etc.,:

18. List down major assignments performed indicating experience of techno-economic analysis for energy projects;

19. Language Proficiency (Please check appropriate columns, add rows, if required):

Language	Read			Write			Speak		
	Excellent	Good	Fair	Excellent	Good	Fair	Excellent	Good	Fair

20. Member of professional institution(s):

21. References (list three persons not related to you who are familiar with your character and qualifications.):

Full Name	Postal & Email Addresses	Occupation

22. Legal Convictions (include all convictions other than those for minor violations of road traffic rules and regulations):

Charge	Date	Where tried	Conviction

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23. Please state any disabilities which might limit your performance:

I certify that the statements made by me in this Application Form are true, complete and correct to the best of my knowledge and belief. I understand that any false statement or any required information withheld in this document may provide grounds for the withdrawal of offer of appointment or dismissal, even if an appointment has already been made and accepted.

Date: _____
dd month yyyy

Signature: _____

INSTRUCTIONS: Please fill up this Application Form completely and clearly by typing-in and send it on the given email ID along with scan copies of all the relevant documents. Handwritten applications will not be considered for selection. Ensure to insert your scanned signature and date on this Form.

CERTIFICATE FROM THE CONCERNED MINISTRY/EMPLOYER
(Applicable for Public Sector Applicant Only)

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

Designation _____ in the Department/ Ministry of _____

shall be released on deputation to join the SAARC Energy Centre, Islamabad, Pakistan per stipulated date if he/she is appointed as _____ by the SAARC Energy Centre (SEC), Islamabad, Pakistan.

Date: _____

Signature: _____

Name: _____

Address: _____

Officer Seal



TERMS OF REFERENCE (TOR)
FOR POSITION OF
DEPUTY DIRECTOR (PROGRAMS)

JOB RESPONSIBILITIES INCLUDE:

- Look after and assist in research, development, financial, audit, administrative matters and overall functioning of the Centre;
- Search for new and emerging research ideas/topics in the energy sector important for the SAARC region and develop concept papers/ research proposals for formulating the annual programme activities;
- Prepare and manage annual programme activities, programme cost budget, institutional cost budget and capital cost budget, etc.;
- Coordinate with SAARC Secretariat, Governing Board Members, Government of Pakistan, Focal Points/ Institutions in the Member States, National and International entities;
- Plan and organize Governing Board meetings, Selection Committee meetings, workshops, seminars, conferences, etc. when needed;
- Prepare working papers for Programming Committee, Governing Board and Selection Committee meetings, related Reports and other relevant Fora;
- Assist the audit exercise conducted by the Audit Team and prepare/ draft audit replies;
- Develop linkages and explore networking/ collaboration opportunities with relevant regional or international organizations/ stakeholders;
- Coordination with focal points/ institutions for energy related matters in the Member States;
- Supervise, guide and lead the team of professionals in undertaking the programme activities and supervise the staff of the Centre;
- Drafting and publications of documents, reports, and newsletters, etc; and
- Any other assignment(s)/ duty(ies) assigned by the Director.

QUALIFICATION, EXPERIENCE AND OTHER REQUIREMENTS:

- Master of Engineering (minimum 17-18 years education) in energy related field (Energy, Mechanical, Electrical) with Bachelor of Engineering. Higher qualification in energy related field and additional qualification in Management Sciences will be preferred.
- Minimum seventeen (17) years of experience in energy related organizations, dealing with policy, research, planning and development;
- Must demonstrate good skills in the areas of policy, research, development, finance, administration, management and research/ report writing;
- Must be a self-motivated, a good team player and team lead with the ability to lead, work effectively in a multicultural environment and achieve the targets/ commitments within timelines;



- Motivation and ability to undertake research work, perform analysis, make recommendations and develop quality research/ technical proposals, studies and reports independently or in a team;
- Ability to guide and lead team of researchers/ professionals;
- Possess excellent communication skills in English (both verbal and written);
- Skilled in energy modelling/ simulation, modern IT tools computer software packages with good command in Excel for energy calculations/ modelling;
- Possess good knowledge and experience of techno-economic analysis for energy projects;
- Maximum age not more than 55 years on the last date of submission of application.

SUPPORTING DOCUMENTS/ TESTIMONIALS:

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

TERMS & CONDITIONS:

The private and public sector candidates meeting the requirement/ criteria may apply for the position. Private candidates from Pakistan can submit their application (email and post) directly to SEC. The candidates from other Member States can submit their application through email however their application with all relevant documents must be received through respective Foreign/External Affairs Office.

As per SAARC harmonized rules, the public sector candidate, if selected as a Deputy Director (Programs), shall be on deputation and his/her salary will be protected by the sending Government of the Member State.

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:

The selected professional will be eligible for the following allowances:

Living Allowance:

Entitled to a living allowance of USD 1,581 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:

Entitled to an unfurnished accommodation within maximum rental ceiling of USD 735 (payable in Pak Rupees) per month.

Furnishing / Settlement Grant:



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 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:

Entitled to a 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 (Programs) 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 (Programs) 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 (Programs) shall be entitled to use telephone at his/her residence, up to USD 20 per month.



South Asian Association for Regional Cooperation (SAARC)
SAARC ENERGY CENTRE (SEC)
H. No. 255, Akram Road, Bani Gala,
Islamabad 44000 – Pakistan

APPLICATION FORM FOR PROGRAMME LEADER (ENERGY TRADE)

Position applied for: _____

1. Name (as per certificates):

2. Present Postal Address:

3. Mailing Address (If different than the present address):

4. Permanent Postal Address:

5. Email ID: _____ Cell No: _____

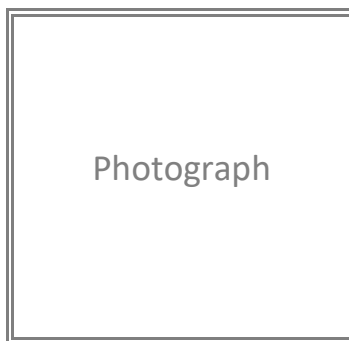
6. (a) Place of Birth _____ (b) Date of Birth _____
Day Month Year

7. (a) Citizenship at Birth: _____ (b) Present Citizenship: _____

8. Gender (Please check one): Male Female

9. Marital Status (Please check one):
Married Single Widowed Divorced Separated

10. Do you have any dependants? Yes No



In case, answer is "Yes", please provide the following information

Name	Date of Birth	Relationship

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

Yes No

In case, answer is "Yes", which country: _____

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

Yes No

If answer is "Yes", please provide details: _____

13. Academic Qualifications (Please furnish details in Table below, add rows, if required):

Name and Place of Institution along with latest QS Ranking; (Engineering & Technology) and/or (Social Sciences & Management) where applicable	Degree/Diploma	Year	Duration (Year)	Major Subject(s)

14. Employment Record (starting with your present or most recent position. List every employment position during the last 12 years and any significant experience not included in that period which, you believe, may be helpful in evaluating your record. Use a separate block for each position. Add rows, if required.):

A. Exact Title of Position	Period	
	From	To

Name of Supervisor	Number and Kind of Employees Supervised by you	Duty Station

Name and Address of Employer

Key Responsibilities and Achievements (Maximum 150 words)

Reason(s) for leaving, if applicable.

B. Exact Title of Position	Period	
	From	To

Name of Supervisor	Number and Kind of Employees Supervised by you	Duty Station

Name and Address of Employer

Key Responsibilities and Achievements (Maximum 150 words)

Reason(s) for leaving, if applicable.

C. Exact Title of Position	Period	
	From	To

Name of Supervisor	Number and Kind of Employees Supervised by you	Duty Station

Name and Address of Employer

Key Responsibilities and Achievements (Maximum 150 words)

Reason(s) for leaving, if applicable.

15. Do you have any objection in making inquiries with your present employer?

Yes

No

16. Author of publications in the relevant field (please attach or quote reference(s) of the Journal(s), Book(s), etc.), add rows, if required:

Sr. No.	Title of Publication	Year	Reference	Impact Factor

17. List skills in energy modelling/ simulation software, modern IT tools, computer software packages etc.,:

18. List down major assignments performed indicating experience of techno-economic analysis for energy projects;

19. Language Proficiency (Please check appropriate columns, add rows, if required):

Language	Read			Write			Speak		
	Excellent	Good	Fair	Excellent	Good	Fair	Excellent	Good	Fair

20. Member of professional institution(s):

21. References (list three persons not related to you who are familiar with your character and qualifications.):

Full Name	Postal & Email Addresses	Occupation

22. Legal Convictions (include all convictions other than those for minor violations of road traffic rules and regulations):

Charge	Date	Where tried	Conviction

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23. Please state any disabilities which might limit your performance:

I certify that the statements made by me in this Application Form are true, complete and correct to the best of my knowledge and belief. I understand that any false statement or any required information withheld in this document may provide grounds for the withdrawal of offer of appointment or dismissal, even if an appointment has already been made and accepted.

Date: _____
dd month yyyy

Signature: _____

INSTRUCTIONS: Please fill up this Application Form completely and clearly by typing-in and send it on the given email ID along with scan copies of all the relevant documents. Handwritten applications will not be considered for selection. Ensure to insert your scanned signature and date on this Form.

CERTIFICATE FROM THE CONCERNED MINISTRY/EMPLOYER
(Applicable for Public Sector Applicant Only)

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

Designation _____ in the Department/ Ministry of _____

shall be released on deputation to join the SAARC Energy Centre, Islamabad, Pakistan per stipulated date if he/she is appointed as _____ by the SAARC Energy Centre (SEC), Islamabad, Pakistan.

Date: _____

Signature: _____

Name: _____

Address: _____

Officer Seal



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

JOB RESPONSIBILITIES INCLUDE:

- Undertake quantitative and qualitative research & analysis as well as lead/ supervise a small group of researchers;
- Search for new and emerging research ideas/topics in the energy sector important for the SAARC region and develop concept papers/ research proposals for formulating the annual programme activities;
- Assist the Director SEC and Deputy Director in research proposals and conduct analysis on specific topics within but not limited to Energy Trade;
- Interact with relevant regional institutions, policy-makers and professionals and manage stakeholder's engagement;
- Conceive, conceptualize, plan and implement the SEC annual programme activities but not limited to Energy Trade;
- Organize, participate and/or make presentations at workshops and conferences;
- Develop concept/ working papers, coordinate and work for hiring/ engagement of consultants/ specialists/ trainers for outsourcing of short-term research tasks, trainings etc;
- Supervise, guide and lead the team of professionals in undertaking the programme activities;
- Drafting and publications of documents, studies, reports, and newsletters, etc; and
- Any other assignment(s)/ duty(ies) assigned by the Director.

QUALIFICATION, EXPERIENCE AND OTHER REQUIREMENTS:

- Master of Engineering (minimum 17-18 years education) in energy related field (Energy, Mechanical, Electrical) with Bachelor of Engineering. Higher qualification in the energy related field and additional qualification in Management will be preferred.
- Minimum twelve (12) years of experience in energy related organizations, dealing with policy, research, planning and development;
- Must demonstrate good skills in the areas of policy, research, development and research/ report writing;
- Must be a self-motivated, a good team player and team lead with the ability to lead, work effectively in a multicultural environment and deliver the targets/ commitments within timelines;
- Motivation and ability to undertake research work, perform analysis, make recommendations and develop quality research/ technical proposals, studies and reports independently or in a team;
- Ability to lead a small team of researchers/ professionals;
- Possess excellent communication skills in English (both verbal and written);
- Skilled in energy modelling/ simulation, modern IT tools and Computer software packages with good command in Excel for energy calculations/ modelling;



- Possess good knowledge and experience of techno-economic analysis for energy projects;
- Maximum age not more than 50 years on the last date of submission of application.

SUPPORTING DOCUMENTS/ TESTIMONIALS:

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

TERMS & CONDITIONS:

The private and public sector candidates meeting the requirement/ criteria may apply for the position. Private candidates from Pakistan can submit their application (email and post) directly to SEC. The candidates from other Member States can submit their application through email however their application with all relevant documents must be received through respective Foreign/External Affairs Office.

As per SAARC harmonized rules, the public sector candidate, if selected as a Programme Leader (ET), shall be on deputation and his/her salary will be protected by the sending Government of the Member State.

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:

The selected professional will be eligible for the following allowances:

Living Allowance:

Entitled to a living allowance of USD 1,581 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:

Entitled to an unfurnished accommodation within maximum rental ceiling of USD 735 (payable in Pak Rupees) per month.

Furnishing / Settlement Grant:

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 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:

Entitled to a 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 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:

Programme Leader (ET) 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:

Programme Leader (ET) shall be entitled to use telephone at his/her residence, up to USD 20 per month.