

Government of the People's Republic of Bangladesh
Ministry of Foreign Affairs
SAARC & BIMSTEC Wing
SAARC Section
Dhaka

No. 19.00.0000.312.39.005.17/1439

14 January 2020

Sub: Request for advertising the Vacancy Announcement of the post of Assistant Director, Legal, SAARC Development Fund (SDF).

Ref: SAARC Development Fund's email communication, dated 13 January 2020.

With reference to above, the undersigned is directed to inform that the SAARC Development Fund has requested to advertise the "**Vacancy Announcement**" of the post of **Assistant Director, Legal**. A copy of Vacancy Announcement, ToR, Application form are enclosed. The announcement is also available on SDF website: <http://www.sdfsec.org/career>.

02. In view of the above, the Finance Division is requested to kindly take necessary action to circulate the above-mentioned Vacancy Announcement, as requested by the SDF.

Encl: As stated



(Mohammad Azizur Rahman)
Senior Assistant Secretary (SAARC)
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Secretary
Finance Division
Ministry of Finance
Bangladesh Secretariat, Dhaka

[Kind attention: Mr. Md. Ekhlaur Rahman, Additional Secretary (Admin & Expenditure Control)]



SAARC Development Fund

Vacancy Announcement for Assistant Director, Legal

Applications for the above position are invited from the Nationals of SAARC Member States (Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan and Sri Lanka) for appointment at the SAARC Development Fund, Thimphu, Bhutan.

The Terms of Reference (TORs) and prescribed Application Form for the above-mentioned position is available on SDF website www.sdfsec.org. Application Form, CV, copies of educational certificates and experience letters should be sent by email to ceo@sdfsec.org and admin@sdfsec.org latest by January 31, 2020.

Dr. Sunil Motiwal
Chief Executive Officer

Job Description & TOR for Assistant Director, Legal

(a) Job responsibilities:

- Provide inputs/ advice and ensure efficient and effective management of legal system and resources utilization at SDF Secretariat.
- Management of SDF project financing agreement
- Management of legal aspects of SDF funded projects in SAARC Member States.
- Examine the legal aspects of SDF projects and provide necessary inputs and suggestions to CEO and concerned departments'
- Review and provide legal advice to CEO and all concerned department on tender documents, SDF rules, regulations, charter, bye-laws and legal agreements.
- Liaise with relevant departments to ensure that where legal risks have been identified, appropriate courses of action have been taken.
- Provide legal protection and risk management advice to management especially on contract management.
- Provide and interpret legal information, conduct training and disseminate appropriate legal requirements to staff.
- Review and draft contracts, agreements and internal policies and ensure that they are in compliance with all statutory or legal requirements'
- Review progress of ongoing cases and liaise with and manage external lawyers,
- Formulate compliance check-lists to be used for the purpose of ensuring that all information required is provided accordingly'
- Continuously monitor compliance with statutory obligations and advise CEO and all concerned department accordingly,
- Prepare monthly and quarterly reports for the department for executive management meetings.
- Review all contracts or any other documentation where the Fund has committed itself and assess legal implications that need to be brought to the CEO's attention.
- Prepare, review and modify contractual instruments to assist and support various business activities.
- Negotiate, review and draft documentation for business transactions and prepare and advise on the necessary checklist to be adopted to ensure information is submitted on time.
- Provide legal advice and support in the processing, negotiation and administration of projects under SDF's operations. This includes review of loan proposals and financing structures (including co-financing with other bilateral or multilateral donors and financiers), preparation of legal agreements, participating in loan due diligence and processing

missions, carrying out loan negotiations, review of procurement documents (such as bidding documents and bid evaluations) and handling project administration matters.

- Provides legal opinion and counsel on all investment's operations in terms of regulatory requirements and legal approvals in order to minimize financial, legal and reputational risks.
- Provide continuous inputs, supervision, training and development of department staff ensuring an effective and motivated team
- Liaise with the HR/Admin department in conducting performance appraisals and ensure competency and training gaps are addressed.
- Liaise with legal consultants, if required, in SAARC Member States.

Report to the CEO and carry out any other responsibilities assigned by him.

(b) Qualification, Skills and experience required:

Interested candidates must

- Have a post graduate degree in Law from an institution of international repute/recognition,
- Qualification to practice law in at least one jurisdiction among SAARC Member States
- Possess a minimum of 10 years of practical experience in a comparable position (Relevant work experience practicing law in cross-border transactions involving debt and/or equity with a well-recognized law firm and/or an international/regional financial institution and/or development institution will be preferred)
- Have excellent understanding of the developmental needs of the SAARC region and be up to date with latest developments in the social, economic and infrastructure sector in the SAARC region,
- Be between 30-40 years of age (as on January 31, 2020),
- Be a bona fide citizen of a SAARC Member State i.e. Afghanistan, Bangladesh, Bhutan, India, Nepal, Maldives, Pakistan and Sri Lanka,
- Strong written and spoken communication skills in English.

(c) Remuneration:

- Net (tax free) monthly salary of US\$ 2,600 per month,
- Accommodation entitlement up to a maximum rental ceiling of US\$ 475 per month,
- Education allowance for two children up to class 12 or equivalent,
- Medical reimbursements for self and family,
- One time furnishing/ settlement allowance of US\$ 2,000,
- Home leave passage for self & family once in 18 months and other admissible joining expenses reimbursements,
- Duty free purchase/import privileges in Bhutan.



SAARC Development Fund Secretariat
3rd Floor BDBL Building
Norzin Lam
Thimpu 11001
Bhutan

Application Form for Professional Staff

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

Photograph

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 step towards changing your present nationality?

Yes No

If answer is "Yes", please provide details:

13. Academic Qualifications (Please furnish details): A.

General Education: University/College Level

Name and Place of Institution	Degree/Diploma	Year	Major Subject(s)

B. Professional/Computer Education

Name and Place of Institution	Degree/Diploma	Year	Fields of study

14. State your professional competence in the related field.

15. Language Proficiency (Please check appropriate columns)

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

16. Working Experience

A. Experience in related assignments

Name & address of the organization	Position	Period	Nature of work

B. Experience in International/Regional Organisation (if any)

Name & address of the organization	Position	Period	Nature of work

17. Member of professional institution(s) and relevant activities

18. Author of publications in the relevant field (Please attach or quote reference(s) of Journal(s), Book(s), etc.)

19. Employment Record(Starting with your present or most recent position. List every employment position during the last fifteen 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. Use additional sheets of paper, if required.):

A.Exact title of position	Period		Monthly Salary*		
	From	To	Starting	Present	Allowances

*Indicate currency of the salary

Name of Supervisor	Number and kind of employees supervised by you	Duty Station

Name and Address of Employer

Description of your work

Reason(s) for leaving, if applicable.

B.Exact title of position	Period		Monthly Salary*		
	From	To	Starting	Present	Allowances

*Indicate currency of the salary

Name of Supervisor	Number and kind of employees supervised by you	Duty Station

Name and Address of Employer

Description of your work

Reason(s) for leaving, if applicable.

C.Exacttitle of position	Period		MonthlySalary*		
	From	To	Starting	Present	Allowances

*Indicatecurrencyofthesalary

Nameof Supervisor	Numberandkindof employees supervisedbyyou	DutyStation

NameandAddressofEmployer

Descriptionofyourwork

Reason(s)forleaving,ifapplicable.

20. Doyouhaveyouanyobjectionsinmakinginquirieswithyourpresentemployer?

Yes

No

21. References(Listthreepersonsnotrelatedtoyouwhoarefamiliarwithyourcharacterand qualifications.)

FullName	Postal&emailaddresses	Occupation

22. LegalConvictions(includeall convictionsotherthanthoseforminorviolationsofroad traffic rulesandregulations.

Charge	Date	Wheretried	Conviction

23. Please state information regarding any residence or prolonged travel abroad, providing dates, areas, purposes, etc.

24. Please state any disabilities which might limit your fieldwork (Final appointment is subject to physical examination.)

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 any 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 either handwritten or typed and send scan copies through email at info@sdfsec.org or send through courier at SAARC Development Fund Secretariat, 3rd Floor, BDBL Building, Norzin Lam, Thimphu 11001, Bhutan. Tel: +975-2-321152/53 Fax: +975-2-321150/321203. If required, additional pages may be used. Be sure to post your signature and date on this Form.

