



SAARC ENERGY CENTRE (SEC) ISLAMABAD, PAKISTAN

Vacancy Announcement

Applications for the following positions are invited from the nationals of the SAARC Member States (Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan, and Sri Lanka) for appointment at the SEC Office, Islamabad, Pakistan.

1.	Programme Leader (Energy Trade)
2.	Research Fellow (Energy, Transport & Environment)

Terms of Reference (TORs) and prescribed Application Form for the above-mentioned positions are available on the SEC website (www.saarcenergy.org/opportunities). Application, along with scanned copies of supporting documents/testimonials, should be sent by email to jobs@saarcenergy.org with cc to info@saarcenergy.org.

The public sector applicants are required to send hard copies of their application along with testimonials, through their respective Foreign/External Affairs Offices as well. The deadline for submitting applications for the above-mentioned positions is **10th May 2021**.

DIRECTOR

SAARC Energy Centre,
H. No. 697, St. No. 43, NPF
Sector E-11/4, Islamabad 44000 – Pakistan
Ph: 051-2228804, Fax: 051-2221937
E-mail: jobs@saarcenergy.org
Website: www.saarcenergy.org



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.



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

Job responsibilities include:

- Undertake independent, quality research and analysis on Energy, Transport and Environment related aspects;
- Assist the Director SEC with research proposals and conduct analysis on specific topics pertaining to Energy, Transport and Environment;
- 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, Transport and Environment;
- 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, Transport and Environment; and
- Any other assignment(s) given by Director.

Qualification and Experience:

- Bachelors of Engineering or Masters of Science (16 years' education) in energy and environment related fields. Professionals possessing higher or meritorious academic qualification will be preferred.
- Minimum 02 years' experience in any energy related National and International organizations, dealing with Energy, Transport and Environment programme planning and development. The length of required experience will be reduced for candidates possessing higher academic qualification.
- Maximum age not more than 45 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;
- 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 **Research Fellow (ETE)**, 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:

Research Fellow (ETE) shall be entitled to living allowance of USD 1,253 (50% in US Dollar & 50% in Pak Rupees) per month.

Accommodation Allowance:

Research Fellow (ETE) shall be entitled to unfurnished accommodation within the rental ceiling of USD 708 (payable in Pak Rupees).



Furnishing / Settlement Grant:

The **Research Fellow (ETE)** 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:

Research Fellow (ETE) 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:

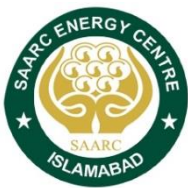
Research Fellow (ETE) appointed from Member States other than the host country shall be entitled to return economy class Air Ticket for self, spouse and two children once in 3 years after completion of 18 months of continuous service at the Centre.

Emergency Passage:

Research Fellow (ETE) 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:

Research Fellow (ETE) shall be entitled to use telephone at their residences, up to USD 20 per month.



South Asian Association for Regional Cooperation (SAARC)
SAARC ENERGY CENTRE (SEC)
House No. 697, Street 43, E-11/4
National Police Foundation
Islamabad – Pakistan

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

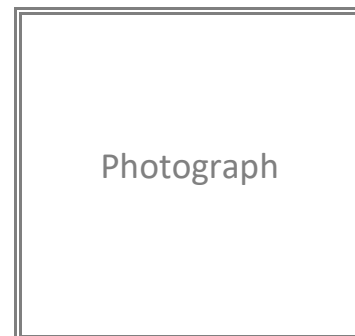
Separated

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):

A. General Education: University/College Level

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

B. Professional/Computer Education

Name and Place of Institution	Degree/Diploma	Year	Duration (Weeks)	Fields of study

14. State your professional competence in the field of Energy:

15. Language Proficiency (Please check appropriate columns):

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

16. Working Experience:

A. Experience in energy related assignments

Name & Address of the Organisation	Position	Period	Nature of Work

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

Name & address of the organisation	Position	Period	Nature of work

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

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

Sr. No.	Title of Publication	Year	Reference

19. Employment Record (Starting with your present or most recent position. List every employment position during the last ten 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.

	Period	Monthly Salary*
--	--------	-----------------

C. Exact Title of Position	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.

20. Do you have any objections in making inquiries with your present employer?

Yes

No

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

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 field work (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 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. Type or print in ink and dispatch through proper channel. If required, additional pages may be used. Be sure to post your signature and date on this Form.

CERTIFICATE FROM 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 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

CERTIFICATE FROM THE CANDIDATE'S EMPLOYER

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

Designation _____ Department _____

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

Date: _____

Signature: _____

Name: _____

Address: _____

Officer Seal

