



SAARC ENERGY CENTRE (SEC) ISLAMABAD, PAKISTAN

Vacancy Announcement

Applications for the below mentioned position 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.

Deputy Director (Coordination)

General Instructions, Terms of Reference (ToRs) and prescribed Application Form for the above-mentioned position are available on the SEC website (www.saarcenergy.org/opportunities).

Filled-in Application Form, along with scanned copies of supporting documents/testimonials, should be sent by email to jobs@saarcenergy.org and info@saarcenergy.org. The deadline for submission of Application through email is **28th May 2021**.

The public sector applicants are also required to send NOC/approval of their employer through email followed by original NOC through proper channel. Pakistani public sector applicants can send NOC through their employer whereas the public sector applicants from other SAARC Member States shall submit through their respective Foreign/External Affairs Offices. The deadline for submission of NOC is **25th June 2021**. Online application and NOC received after the deadlines will not be considered.

Upon selection, the applicant(s) will be required to submit verified and duly attested hard copies of all educational documents/testimonials from the relevant Higher Education Authority and Foreign/ External Affairs Offices. Non-production of such verified and attested copies shall lead to disqualification.

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 (TORs)
FOR POSITION OF
DEPUTY DIRECTOR (COORDINATION)

Job Responsibilities include:

- Assist the Director SEC in administrative and financial matters with respect to overall functioning of the Centre;
- Coordinate with SAARC Secretariat, Governing Board Members, Government of Pakistan, focal points/ institutions for energy related matters in the Member States;
- Plan and organize Governing Board meetings, Selection Committee meetings, workshops, seminars, conferences, etc. when needed;
- Prepare and manage annual programme cost budget, institutional cost budget and capital cost budget;
- Prepare working papers of Governing Board and Selection Committee meetings and their reports;
- Develop linkages and explore networking opportunities with relevant regional organizations/ stakeholders;
- Administratively supervise staff of the Centre;
- Other task(s)/ duty(ies) assigned by the Director.

Qualification and Experience:

- Bachelor or Master of Engineering (minimum 16 years education) in energy related field. Higher education in energy related field and additional qualification in Management Sciences will be preferred;
- Minimum 15 years of experience (post minimum qualification) in energy related organizations, preferably in research, development, finance, management, and coordination;
- Age shall be between 45 years and 61 years by the last date of submission of application through email;
- Have strong initiative, self-motivation, and ability to effectively work in a multicultural environment;
- Must have good research, financial, administrative and managerial skills;



SAARC ENERGY CENTRE

697, Street 43, E-11/4 (NPF), Islamabad
Phone: +92-51-2228802 - 4, Fax: +92-51-2221937

- Must be a good team player as well as a leader with the ability to achieve the set targets/commitments within given timelines;
- Possess excellent communication skills in English both verbal and written;
- Skilled in appropriate computer software packages.

Supporting Documents/ Testimonials:

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

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 a **Deputy Director (Coordination)**, the public sector candidate 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 selected professional will be eligible for the following allowances:

Living Allowance:

Deputy Director (Coordination) shall be entitled to living allowance of USD 1,437 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:

Deputy Director (Coordination) shall be entitled to unfurnished accommodation within the rental ceiling of USD 735 (payable in Pak Rupees) per month.

Furnishing / Settlement Grant:

Deputy Director (Coordination) shall be entitled to a one-time lump-sum furnishing / settlement grant of USD 2,000 on first arrival only.

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



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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:

Deputy Director (Coordination) 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:

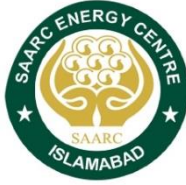
Deputy Director (Coordination) appointed from Member States other than Pakistan shall be entitled to return economy class Air Ticket for self, spouse and two children once in 3 years after completion of 18 months of continuous service at the Centre.

Emergency Passage:

Deputy Director (Coordination) 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 (Coordination) 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)

House No. 697, Street 43, E-11/4

National Police Foundation

Islamabad – Pakistan

Application Form for Deputy Director (Coordination)

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

9. Do you have any dependants? Yes No



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

Name	Date of Birth	Relationship

10. 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: _____

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

Yes No

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

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

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

13. Employment Record (starting with your present or most recent position. List every employment position during the last 15 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)

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Reason(s) for leaving, if applicable.

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

Yes

No

15. Author of publications in the relevant field (please quote reference(s) of the Journal(s), Book(s), Publishers, Organizations etc.), add rows, if required:

Sr. No.	Title of Publication	Year	Reference	Impact Factor for Journal Publications, Publisher/ Organization for book(s)/ Chapter(s)

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

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

17. Computer/ Software Skills (add rows, if required)

Computer/ Software Tool/ Package	Skill Level (Tick one)		
	Excellent	Good	Fair

18. Member of professional institution(s):

- a.
- b.
- c.

19. Write an essay on “Sustainable energy pathway for SAARC region” (maximum 300 words):

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

Full Name	Postal & Email Addresses	Occupation

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

Charge	Date	Where tried	Conviction

24. 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:

1. Please fill up this Application Form completely and clearly by typing-in, and email it along with scanned copies of all the relevant documents to jobs@saarcenergy.org and info@saarcenergy.org before **28th May, 2021**.
2. Handwritten applications will not be considered for selection.
3. Ensure to insert your scanned signature and date on this Form.
4. Public sector applicants are also required to send NOC/approval of their employer through email followed by original NOC through proper channel before **25th June, 2021**.
5. Pakistani public sector applicants can send NOC through their employer whereas the public sector applicants from other SAARC Member States shall submit through their respective Foreign/External Affairs Offices.
6. Only the shortlisted candidates will be called for the interview.

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