



## ***SAARC Agriculture Centre (SAC)***

**BARC Complex, New Airport Road  
Farmgate, Dhaka – 1215, Bangladesh**

### **VACANCY ANNOUNCEMENT (2017)**

#### **Professional Position under SAARC Agriculture Centre (SAC)**

<b>Post</b>	:	<b>Senior Program Specialist (Horticulture)</b>
Age	:	Not more than 55 (Fifty five) years.
Duty Station	:	Dhaka, Bangladesh
Closing Date	:	31 <sup>st</sup> March' 2017
Date of Joining	:	Sixty (60) days from the date of issue of offer letter.
Duration	:	3 years

#### **Qualification and Experience:**

Ph D in Horticulture with 12 years or Masters Degree with 15 years experience.

#### **Professional Competence:**

Person should be specialized in the field of Horticultural program development, implementation and management aspects, coordinating and monitoring regional adaptive trial, analyzing impact of climate change, seed system, value chain development, marketing and quality standards of Horticultural products.

#### **Brief Job Description:**

Initiate program/project/activities in line with set priorities in the areas of Horticulture in particular and other related areas to accomplish the responsibility of the division under the guidance of Director.

Prioritize programs based on country/ regional needs in the field of Horticulture along with management and risk issues in SAARC countries.

Maintain linkage with national, regional and international institutes for effective planning and implementation of the Centre's program through networking.

Collect necessary relevant data, analyze, translate into information, document and disseminate for the end users like farmer, entrepreneurs, and policy planners.

Ensure proper implementation of divisional activities/works, their monitoring, evaluation and reporting in appropriate form, production of necessary technical reports, annual reports, policy input etc. on timely basis.

Provide necessary support and cooperation to other divisions of the Centre for successful implementation of the program/ activities of the Centre.

Assist the Director; and extend necessary cooperation to other divisions.

Any other responsibility relevant to the Centre programs.

**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 the SAIC the following allowances:

1.	<b>Living Allowance</b>	US \$ 994.00 (US Dollar Nine Hundred Ninety Four) 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 \$ 569.00 (US Dollar Five Hundred and Sixty Nine) 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 - over 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.

**Common requirements:**

1. Clear understanding on the regional and global context is essential.
2. Should be able to work in a mixed culture and in a team.
3. Should have proven background and proficiency in written as well as communicative English.
4. Competence in computer use is required and to be able to work independently and to produce result oriented quality output.
5. Assist the Director in all activities and carry out assignments.
6. Any other responsibility relevant to the Centre programs.

**General Information:**

Preference will be given to persons having work experience in related field as well as in the National Agricultural Research System (NARS)/ Extension service.

Must obtain minimum 2<sup>nd</sup> class/ division in all stages of academic records.

*Age may be relaxed in case of extra ordinary qualification and or regional representative but not exceeding 60 years.*

Applications 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 and recommended by the competent authorities should reach to the Director, SAARC Agriculture Centre (SAC), Farmgate, Dhaka - 1215, Bangladesh through ministry of foreign/external affairs of the respective member countries not later than **31<sup>st</sup> March' 2017**.

# SAARC AGRICULTURE CENTRE (SAC)

BARC Campus, Farmgate, New Airport Road  
Dhaka-1215, Bangladesh

## APPLICATION FORM

Name of the post \_\_\_\_\_

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:				
3. Mailing Address (If separate from present address):				
4. Permanent Address:				
5. A) Place of Birth:				
5. B) Date of Birth		Day	Month	Year
5. C) Age as on.....		Day	Month	Year
6. (A) Citizenship at Birth:		6 (B) Present Citizenship:		
7. Sex (Check):		Male		Female
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?

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12. Educational background: Furnish details starting from last Degree (Enclose true copies of supporting documents):

Name of Institution and Place	Degree/Diploma / Certificate	Year	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:									

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:		

**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:**

	Salaries per annum	Exact title of your post
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Dates		(Excl. Allowances)	
		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:			

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

 No

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.

<b>Charge</b>	<b>Date</b>	<b>Where</b>	<b>Conviction</b>

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 your 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: \_\_\_\_\_

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Your application for employment, if found useful to our overall programme, will be retained on our roster for a maximum period of 12 months.

**Recommendation of the candidate's 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

