

মত্স্য ও প্রাণিসম্পদ মন্ত্রণালয়  
গ্রহণ ও প্রেরণ শাখা  
ডাইরী নং..... ৬৬৬  
তারিখ..... ১৪/৭/১৯

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

No. 19.00.0000.312.34.004.17/1104

10 July 2019

**Sub:** Request for advertising 'Vacancy Announcement' for the posts of "Senior Programme Specialist (Fisheries)" and "Senior Programme Specialist (Crops)" in the SAARC Agriculture Centre (SAC), Dhaka.

**Ref:** SAARC Secretariat's Note Verbale no. SAARC/ARD/77/SAC/A/2018(Vol-II)-342 dated 09 July 2019

With reference to above, the undersigned is directed to inform that the SAARC Agriculture Centre (SAC) has announced 'Vacancy Announcement' for the posts of "Senior Programme Specialist (Fisheries)" and "Senior Programme Specialist (Crops)".

02. It may be noted that the *prescribed Application Form* can be downloaded from the SAC's website ([www.sac.org.bd](http://www.sac.org.bd)) and the **deadline for submission of application is 20 August 2019**.

03. The SAARC Secretariat has requested to take necessary measures to upload the vacancy announcement in the websites of relevant Ministry(ies) and offices, relevant professional organizations/bodies/institutions, relevant publicly accessible sites.

04. In view of the above, it would be highly appreciated if the 'Vacancy Announcement' is posted/uploaded in the relevant websites for **widest possible circulation.**

Encl: as stated

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Tanmoy Majumder  
Senior Assistant Secretary (SAARC)  
Tel: 9556327, Fax: 9558400  
Email: [assaarc@mofa.gov.bd](mailto:assaarc@mofa.gov.bd)

Distribution (not according to seniority):

1. Secretary, Ministry of Fisheries and Livestock, Bangladesh Secretariat, Dhaka  
[Kind attention: Mr. Md. Shafiqul Islam, Deputy Secretary, Admin-3]
2. Secretary, Ministry of Agriculture, Bangladesh Secretariat, Dhaka  
[Kind attention: Ms. Maksuma Akhtar Banu, Deputy Secretary, IC-2]

মত্স্য ও প্রাণিসম্পদ মন্ত্রণালয়  
অতিরিক্ত সচিব (প্রশাসন) এর দপ্তর  
ডাইরী নং ১৭০৬ তারিখ ১৪/৭/১৯

যুগ্ম-সচিব	যুগ্ম প্রধান
উপ-সচিব (প্রশাসন)/১/২/৩/৪	
উপ-প্রধান	
সিঃ সঃ সঃ/সঃ সঃ	

মত্স্য ও প্রাণিসম্পদ মন্ত্রণালয়  
সচিবের দপ্তর  
ডাইরী নং: ৬৬৬ তারিখ: ১৪/৭/১৯

অতি: সচিব	প্রঃ / প্রাণি: ২ / নিরীক্ষা	অধিকারী: কবিতা মিন
যুগ্মসচিব (প্রাণি-১)	(১/৩/৪/৫)	প্রয়োজনীয় ব্যবস্থা নিন
যুগ্মসচিব (বু-ই: / যত্না.....) / বাজেট		উপস্থাপন করুন
যুগ্মপ্রধান / উপসচিব (.....) / উপপ্রধান		আগোচন করুন
সচিবের একান্ত সচিব		স্বাক্ষর



**SAARC Agriculture Centre (SAC)**  
BARC Complex, New Airport Road  
Farmgate, Dhaka – 1215, Bangladesh

**VACANCY ANNOUNCEMENT (2019)**

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

A.	Post	:	Senior Program Specialist (Fisheries)
	Age	:	Not more than 55 (Fifty five) years.
	Duty Station	:	Dhaka, Bangladesh
	Closing Date	:	20 August' 2019
	Date of Joining	:	Sixty (60) days from the date of issue of offer letter.
	Duration	:	3 years

**Qualification and Experience:**

PhD in Fisheries with 12 years of experience or Master's degree with 15 years of experience having good academic record.

**Professional Competence:**

- Incumbent should be specialized in program/project development, implementation, monitoring, impact analysis, report preparation and presentation in the area of fisheries /aquaculture.
- Clear understanding on the global and regional context of fisheries/aquaculture and related disciplines, SPS, GMP matters, hazard analysis, policy analysis, and technical packages.
- Good command in writing, listening and speaking in English language.
- Proven capacity in writing papers, books and reports.
- Ability to work in multi-disciplinary and multi-cultural team.
- Ability to coordinate and partnership building with professionals, development partners and stakeholders independently.
- Independently organize meeting, workshops, symposium at the international and regional levels.

**Brief Job Description:**

As a senior member of the divisional team, should be able to perform and initiate program/activities in the area of fisheries/ aqua farming in particular, and broadly in other related areas to accomplish the responsibility of the division. These are, but not limited to, need to analysis and prioritization of regional requirements (also country), develop collaborative programs in the area of fisheries/ aqua farming and related issues, GMP, SPS and environmental aspects, trade, R&D, conservation of resources, food and nutrition security and value addition.

<b>B. Post</b>	:	<b>Senior Program Specialist (Crops)</b>
Age	:	Not more than 55 (Fifty five) years.
Duty Station	:	Dhaka, Bangladesh
Closing Date	:	20 August' 2019
Date of Joining	:	Sixty (60) days from the date of issue of offer letter.
Duration	:	3 years

**Qualification and Experience:**

Ph D in Crop Sciences/ Agronomy/ Crop Physiology with 10 years of experience or Master Degree with 15 years of experience having good academic record in the above disciplines.

**Professional Competence:**

- Incumbent should be specialized in the field of crop related program development, production and management aspects, analyzing natural hazards, GAP (Good Agricultural Practices) and issue quality standards of agricultural products and processes, etc.
- Clear understanding on the global and regional context of the relevant fields in issues and challenges, policies, and technological packages.
- Incumbent should have experience on ensuring food and nutritional security, developing and transferring new technologies and strengthening research-extension-farmers linkage as major challenges for the region.
- Knowledge on seed system, seed bank, food bank, issues and challenges of seeds in the region.
- Project/ program planning, proposal writing, implementation of the program, monitoring and evaluation, report writing.
- Good command in writing, listening and speaking in English language.
- Proven capacity in writing papers, books and reports.
- Ability to work in multi-disciplinary and multi-cultural team.
- Ability to coordinate and partnership building with professionals, development partners and stakeholders independently.
- Independently organize meeting, workshops, symposium at the international and regional levels.
- Knowledge on crop and agriculture policy, dissemination of technologies, combat climatic changes, programs for enhancing productivity, agricultural R&D.

**Brief Job Description:**

As a professional member of the divisional team, should be able to perform and initiate program/activities in the area of crops/ agronomy/ crop physiology.

- Analysis and prioritize of programs, develop collaborative programs in the area of crop production related issues, GAP (Good Agricultural Practices), environmental aspects, R&D, conservation of resources, bio-diversity, food and nutrition security and value chain development of crops.
- Ability to translate regional priority issues into implementable programs.



**Allowances, facilities and benefits:**

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 \$ 1,225.00 (US Dollar One Thousand Two Hundred Twenty five) 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 \$ 637.00 (US Dollar Six Hundred and Thirty seven) 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/donor agencies/development partners. Must obtain minimum 2<sup>nd</sup> class/ division in all stages of academic records.

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 20<sup>th</sup> August 2019.

**Application Form**



# 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 (with Tel./Cell. Number & Email):				
3. Mailing Address (If separate from present address):				
4. Permanent Address (with Tel./Cell. Number & Email):				
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?

.....  
 .....  
 .....

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)

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:

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:				

16. List of Professional publications & reports (Please attach separate sheets, if required):

[Faint grid lines and bleed-through from the reverse side of the page are visible in this section.]

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 referee 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.

Charge	Date	Where	Conviction

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:**

**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

\_\_\_\_\_