



**SAARC Development Fund Secretariat  
3<sup>rd</sup> Floor, BDFC Building, Thimphu, Bhutan**

SDF/Adm/Vacancy/2011/ 744

The SAARC Development Fund (SDF) Secretariat presents its compliments to the Ministry of External/Foreign Affairs, SAARC Member States and would like to once again seek the kind assistance of the SAARC Divisions, Ministry of External/Foreign Affairs, SAARC Member States to kindly advertise the two vacant posts (profiles attached) namely Personnel & Communication Officer and Senior Consultant/Consultant with the SAARC Development Fund (SDF) Secretariat through the following websites:

1. SAARC Secretariat,
2. SAARC Divisions, Ministry of External/Foreign Affairs, SAARC Member States,
3. SDF Board Directors, Ministry of Finance/Treasury/Planning, SAARC Member States,
4. SAARC Regional Centres,
5. SAARC Chambers and National Business Chambers/Federations, SAARC Member States.

The vacancies are to be effective from September 01, 2011 with September 30, 2011 as the last date for the receipt of applications from interested applicants.

The SAARC Development Fund (SDF) Secretariat avails itself of this opportunity to renew to the Ministries of External/Foreign Affairs of the SAARC Member States the assurances of its highest consideration.

5<sup>th</sup> September, 2011

SAARC Division,  
Ministry of External/Foreign Affairs  
SAARC Member States

Cc.

1. Her Excellency Ms. Uz. Fathimath Dhiyana Saaed, Secretary General, SAARC Secretariat, Kathmandu, Nepal for kind information.
2. SDF Board Directors, Ministry of Finance/Treasury/Planning, SAARC Member States for necessary action please.

**SAARC Development Fund Secretariat**



**SAARC Development Fund Secretariat  
3<sup>rd</sup> Floor, BDFC Building  
Thimphu : Bhutan**

17<sup>th</sup> August, 2011

**VACANCY ANNOUNCEMENT**

Job Type : Personnel & Communication Officer, GSS-I  
Agency : SAARC Development Fund Secretariat, Thimphu, Bhutan  
Term of Service : Initially for 3 (three) years contract with possible extension at the discretion of the Chief Executive Officer  
Vacancy Number : SDF-RQ-M119

SAARC Development Fund (SDF) Secretariat, based in Thimphu, has been inaugurated by the Heads of State/Governments of SAARC Member States in April 2010 during the 16<sup>th</sup> SAARC Summit in Thimphu. The primary objective of the SDF is (i) to promote the welfare of the people of SAARC Region, (ii) to improve the quality of life, and (iii) to accelerate economic growth, social progress and poverty alleviation in the SAARC Region. To support the above objectives the SDF Secretariat will, amongst other, (i) identify, study prospect and approve projects, (ii) finance approved projects in the SAARC Member States, (iii) Leverage funding i.e arrange and mobilize financing and/or co-financing projects, (iv) provide grants for projects of strategic importance to SAARC, (v) provide financial and technical assistance, and (vi) manage the Fund.

The SDF Secretariat is looking for a Personnel and Communications Officer who will be responsible for developing and implementing strategic campaigns to support the business objectives of SDF, including the development of briefing materials, newsletters, articles, press releases, media management, development of website content and knowledge management platforms apart from manpower planning, recruitment, training, performance appraisal and development of Human Capital of the Secretariat.

He/she will be responsible for the development of external communications strategies for SDF in consultation with CEO, working with communications firms to develop stories and content for soft and hard copy publications, developing relationships with media to place stories and build SDF's profile, managing events and websites and leveraging social media.

**1. Scope of Work**

The position requires a well connected, media savvy communications professional with the following specific responsibilities to be undertaken in consultation with the CEO:

- Adopt the best Human Resource and Communication practices from the region,
- Oversee project-related events (workshops, roundtables, etc.)
- Manage media relations including maintaining a network of key media contacts, and developing press releases and media campaigns;



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- Development and implementation of external communications strategies, including public dissemination of information to the stakeholders;
- Manage the development of communications materials, including website content, briefing materials, presentations, media releases, briefing notes, and articles
- Routinely gather and monitor information from inside and outside sources about SDF and its work, and reports regularly on current events and activities of SDF;
- Administer a media monitoring system (e.g., daily news clipping service) on selected issues pertaining to SDF's work or policies.

**2. Selection criteria**

- Fluency in English;
- Proven competency in project/time management and multitasking;
- Excellent written, verbal communication and presentation skills;
- 3-5 years experience in Human resource, Media relations and Communications management in English/Communication/Media/International Relations.

**In addition the following is preferred:**

- International work experience OR
- Regional Media experience OR
- Related service experience;
- An advanced degree in a relevant field – e.g., Communications, International Relations, English is preferable.

**3. Remuneration package:**

- He/she will be paid a net (tax free) monthly remuneration of US\$ 1,000 (One thousand) along with accommodation, education allowance for two children up to class 12 or equivalent and other admissible allowances and benefits. He/she will also have duty free import privileges.

Interested candidates are requested to apply to the Assistant Director, Administration and Finance, 3<sup>rd</sup> Floor, Bhutan Development Bank Limited, Post Box No.928, Thimphu, Bhutan with the following documents on or before the close of business on 30<sup>th</sup> September, 2011. Applications can also be emailed to [info@sdfsec.org](mailto:info@sdfsec.org).

- i. Copy of the Citizenship Identity Card;
- ii. Copies of Academic qualification certificates;
- iii. Copies of relevant experience and training certificates.

Only shortlisted candidates will be invited for selection interview.

**CHIEF EXECUTIVE OFFICER**



**SAARC Development Fund Secretariat  
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Thimphu : Bhutan**

17<sup>th</sup> August, 2011

**VACANCY ANNOUNCEMENT FOR CONSULTANT**

Job Type : Senior Consultant/Consultant  
Agency : SAARC Development Fund Secretariat, Thimphu Bhutan  
Term of Service : 3 months  
Vacancy Number : SDF-RQ-M120

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**Focus Areas of SDF.**

SDF has three Windows i.e. Social, Economic and Infrastructure. Currently Social Window is in operation and projects are under implementation in SAARC countries. There is a need to open Economic and Infrastructure Windows in order to provide maximum benefits of SDF for accelerating economic growth and Infrastructure development in SAARC countries.

**Objectives of Economic Windows**

- To provide Economic growth to SAARC member countries.
- Economic Windows shall primarily extend funding to non infrastructural projects related to trade and industrial development, agriculture, service sector, science and technology and other non- infrastructure areas.
- It shall also be utilized for identifying, studying, developing and sponsoring commercially viable programs / projects of regional priority including their pre-feasibility and feasibility studies.
- The Economic Window would be utilized for supporting any other projects which are not covered explicitly under the Social and Infrastructure Window.

**Objectives of Infrastructure Windows**

The Infrastructure window shall primarily be utilized to fund projects in areas such as energy, power, transportation, telecommunications, environment, transmission and other Infrastructure areas.



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**Scope of Work**

The SDF Secretariat is looking for a Senior Consultant who would be responsible for preparing a strategic plan for operationalization of economic and infrastructure windows of SAARC Development Fund particularly

**To conduct study on the following focus areas**

- Review of Regional funds/institutions
- SAARC country review
- Legal framework of the member countries
- Regional Funds-organizations
- Review of legal framework and financial system of SAARC countries
- Identifications of target sectors of investment/funding
- Financial markets in SAARC countries

**Strategy formulation and Action Plan**

- Formulate strategic plan for operationalization of economic and infrastructure windows of SDF
- Establishment of business model and sustainability plan
- Strategies for collaborations and partnership
- Identification of co-funding agencies for collaborations and strategic alliances

**Selection criteria**

- An advanced degree in a relevant field – e.g.-development sector, economics, engineering management, infrastructures.
- Proven experience in SAARC development sector project management
- 10 to 15 years experience in related field
- Experience of working with international organizations

**Remuneration package:**

He/she will be paid a monthly consolidated professional fee. In addition, the SDF will pay air fare (economy class) and daily subsistence allowances at the rate approved by the SDF Secretariat if the consultant is required to travel.

Interested candidates are requested to apply to the Assistant Director, Administration and Finance, 3<sup>rd</sup> Floor, Bhutan Development Bank Limited, Post Box Number 928, Thimphu, Bhutan with the following documents: (i) Copies of Academic qualification certificates; (ii) Copies of relevant experience and training certificates on or before the close of business on September 15th, 2011. Applications can also be emailed to [info@sdfsec.org](mailto:info@sdfsec.org).

**Only shortlisted candidates will be invited for selection interview.**

**CHIEF EXECUTIVE OFFICER**

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**SAARC Development Fund Secretariat, P.O. Box No. 928, Thimphu : Bhutan  
Telephone: +975-2-321152 / 321153, Fax: 321150 / 321203**