



**SOUTH ASIAN ASSOCIATION
FOR REGIONAL COOPERATION
SECRETARIAT**

Fax Message No. 542/07/084
No. SAARC/ETS/SEC/2017

The Secretariat of the South Asian Association for Regional Cooperation (SAARC) presents its compliments to the Ministries of Foreign/External Affairs of the Member States of SAARC and has the honour to circulate vacancy announcement for the following positions vacant at the SAARC Energy Centre, Islamabad:

- i) Programme Leader (Energy Trade)**
- ii) Research Fellow (Energy, Transport & Environment)**
- iii) Research Fellow (Power)**

In accordance with Harmonized Rules for the SAARC Regional Centres, appointment of professional staff is to be made through open competition after advertisement. Member States are to facilitate selection of suitable candidates.

The esteemed Ministries are requested to facilitate submission of nominations for the posts to enable the Centre to complete the recruitment process to ensure its smooth functioning. Vacancy announcement for the posts along with job description is attached. The same is also available at SAARC Energy Centre's and SAARC Secretariat's Websites.

The Secretariat of the South Asian Association for Regional Cooperation avails itself of this opportunity to renew to the Ministries of Foreign/External Affairs, the assurances of its highest consideration.

Encl. As above.



Kathmandu, 28 April 2017

Ministries of Foreign/External Affairs of the
Member States of SAARC
Attn:/Head (SAARC Division).

Copy to: Deputy Director, SAARC Energy Centre (SEC), Islamabad.

*Pl. forward
for dissemination
28/4
AD (SAARC)*



Position: Programme Leader (Energy Trade)

General Instructions; How To Apply

Application should be sent by e-mail to jobs@saarcenergy.org with cc at info@saarcenergy.org, along with scanned copies of testimonials, by **31 May, 2017**.

In case of applicants from public sector, an additional hard copy of their filled application, duly forwarded through respective Government's Ministry of Foreign Affairs / External Affairs, should reach through post at the following address.

SAARC Energy Centre,
H. No. 697, St. No. 43, NPF
Sector E-11/4, Islamabad – Pakistan
Phone: 051-2228804, Fax: 051-2221937

Terms Of Reference for Professional Staff

Job responsibilities include:

- Undertake independent, quantitative and qualitative research, and 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 institutions, policy-makers and professionals and manage stakeholders' engagement processes;
- Communicate effectively with stakeholders;
- Conceive, conceptualize and implement the SEC annual programme activities related to Energy Trade;
- Conceive, launch and monitor special project(s) within the domain of 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.
- Any other assignment(s) delegated by Director.



Academic Qualification and Experience:

- Bachelor of Engineering in energy related fields. Preference will be given to professionals with relevant higher qualifications.
- Minimum 04 year experience in any energy related national and international organization, dealing with Energy program planning and development. The length of required experience will be reduce for candidates possessing higher academic qualification;
- Maximum age not more than 45 years on the last date of submission of application. Age limit may be relaxed subject to the experience and qualification;
- Ability to do research and lead the team of researchers;
- Strong analytical and synthesis abilities;
- Ability to structure strategic analyses, make recommendations and prepare quality research reports;
- Strong initiative, self- motivation, willingness to learn, lead & deliver and ability to work in a multicultural environment;
- Excellent communication skills in English language (both verbal & written);
- Good skills in common computer softwares (such as Microsoft Office) and IT.

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 further be extended in exceptional circumstances, to a maximum period not exceeding another three years.

Allowances, Facilities and Benefits

As per SAARC harmonized rules, to be considered for the position of Programme Leader (Energy Trade), 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 Centers will not affect their promotion and seniority prospects in their service at home.



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ISLAMABAD**

The selected professionals will be eligible for the following allowances/facilities:

#	Allowances/Facilities/Benefits	Details
1.	Living Allowance	Programme Leader(Energy Trade),shall be entitled to living allowance of USD 1,437 (50% in US Dollar & 50% in Pak Rupees) per month.
2.	Residential Accommodation	Programme Leader(Energy Trade)shall be entitled to unfurnished accommodation within the rental ceiling i.e. USD 735in equivalent local currency. Lease Agreement pertaining to the residence of Programme Leader(Energy Trade),shall be signed by the Centre with the lessor and the payment of House Rent shall be made directly by the Centre to the Lessor.
3.	Furnishing / Settlement Grant	Programme Leader(Energy Trade)shall be entitled to a one time lump-sum furnishing / settlement grant of USD 2,000 on first arrival only.
4.	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 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.
5.	Medical Coverage	Programme Leader(Energy Trade)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.



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#	Allowances/Facilities/Benefits	Details
6.	Home Leave Passage	Programme Leader(Energy Trade)appointed from a Member State 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.
7.	Emergency Passage	Programme Leader(Energy Trade)recruited from a Member State 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.
8.	Telephone	Programme Leader(Energy Trade)shall be entitled to use telephone at his/her residence, up to USD 20 per month.



Position: Research Fellow (Energy, Transport & Environment)

General Instructions; How To Apply

Application should be sent by e-mail to jobs@saarcenergy.org with cc at info@saarcenergy.org, along with scanned copies of testimonials, by **31 May, 2017**.

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Sector E-11/4, Islamabad – Pakistan
Phone: 051-2228804, Fax: 051-2221937

Terms Of Reference for Professional Staff

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 institutions, policy-makers and professionals and manage stakeholders' engagement processes particularly in the field of energy, transport and environment.
- Network and communicate effectively with the stakeholders to achieve the objectives of SAARC Energy Centre with respect to energy, transport and environment.
- Conceive, conceptualize and implement the SEC annual programme activities related to energy, transport and environment;
- Conceive, launch and monitor special project(s) within the domain of energy, transport and environment sector;
- Organize, participate and/or make presentations at workshops and conferences hosted by the SAARC Energy Centre.
- Coordinate the outsourcing of short term research tasks on energy, transport and environment while functioning as a proactive member of the research team;
- Identify and formulate policy recommendations;
- Any other assignment(s) delegated by Director.



Academic Qualification and Experience:

- Bachelor of Engineering in energy or environment related fields. Preference will be given to professionals with relevant higher qualifications.
- Minimum 02 years experience in any energy and environment related national and international organization, dealing with Energy, Transport and Environment, program planning and development. The length of required experience will be reduced for candidates possessing higher or meritorious academic qualification and excellent service performance;
- Maximum age not more than 45 years on the last date of submission of application. Age limit may be relaxed subject to the experience, qualification and outstanding performance in the field;
- Ability to do research and work independently;
- Strong analytical and synthesis abilities as demonstrated by academic and service achievements and other personal accomplishments;
- Ability to structure strategic analyses, make recommendations and prepare quality technical reports;
- Strong initiative, self-motivation, willingness to learn & deliver and ability to effectively work in a multicultural environment;
- Excellent communication skills in English language (both verbal & written);
- Good skills in common computer softwares (such as Microsoft Office) and IT.

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 further be extended in exceptional circumstances, to a maximum period not exceeding three years.

Allowances, Facilities and Benefits

As per SAARC harmonized rules, to be considered for the position of Research Fellow (Energy, Transport & Environment), 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



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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/facilities:

#	Allowances/Facilities/Benefits	Details
1.	Living Allowance	Research Fellow (Energy, Transport & Environment), shall be entitled to living allowance of USD 1,253 (50% in US Dollar & 50% in Pak Rupees) per month.
2.	Residential Accommodation	Research Fellow (Energy, Transport & Environment) shall be entitled to unfurnished accommodation within the rental ceiling i.e. USD 708 in equivalent local currency. Lease Agreement pertaining to the residence of Research Fellow (Energy, Transport & Environment), shall be signed by the Centre with the lessor and the payment of House Rent shall be made directly by the Centre to the Lessor.
3.	Furnishing / Settlement Grant	Research Fellow (Energy, Transport & Environment) shall be entitled to a one time lump-sum furnishing / settlement grant of USD 2,000 on first arrival only.
4.	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 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.



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#	Allowances/Facilities/Benefits	Details
5.	Medical Coverage	Research Fellow (Energy, Transport & Environment) 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.
6.	Home Leave Passage	Research Fellow (Energy, Transport & Environment) appointed from a Member State 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.
7.	Emergency Passage	Research Fellow (Energy, Transport & Environment) recruited from a Member State 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.
8.	Telephone	Research Fellow (Energy, Transport & Environment) shall be entitled to use telephone at his/her residence, up to USD 20 per month.



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Terms Of Reference for Professional Staff

Position: Research Fellow (Power)

Job responsibilities include:

- Undertake independent, quality research and analysis on electricity (power) related aspects such as generation, transmission, distribution, regulation, competitive power market, power interconnections, etc.;
- Assist the Director SEC with research proposals and conduct analysis on specific topics pertaining to electricity (power) with particular focus on SAARC Energy Ring (Electricity) and cross border electricity trade.
- Interact with relevant regional institutions, policy-makers and professionals and manage stakeholders' engagement processes particularly in materializing the SAARC Energy Ring (Electricity);
- Network and communicate effectively with the stakeholders to achieve the objectives of SAARC Energy Centre with respect to power sector;
- Conceive, conceptualize and implement the SEC annual programme activities related to power sector;
- Conceive, launch and monitor special project(s) within the domain of power sector;
- Organize, participate and/or make presentations at workshops and conferences hosted by the SAARC Energy Centre.
- Coordinate the outsourcing of short term research tasks on Power Sector while functioning as a proactive member of the research team;
- Any other assignment(s) delegated by Director.



Academic Qualification and Experience:

- Bachelors of Electrical (Power)Engineering. Preference will be given to professionals with power related higher qualifications;
- Minimum 02 years post qualification working experience with electricity/power related organizations involved in power policy, planning and development, engineering, regulation, utility (generation/transmission/distribution)or very similar.Minimum length of required experience may be relaxed for candidates possessing higher or meritorious academic qualificationorexcellent service performance;
- Maximum age not more than 45 years at the time of applying for this post. Age limit may be relaxed subject to experience, qualification and outstanding performance record.
- Ability to do research and work independently.
- Strong analytical and synthesis abilities as demonstrated by academic and service achievements and other personal accomplishments;
- Ability to structure strategic analyses, make recommendations and prepare quality technical reports;
- Strong initiative, self-motivation, willingness to learn and deliver and ability to effectively work in a multicultural environment;
- Excellent communication skills in English (both verbal and written);
- Good skills in computer softwarepackages such as Microsoft Office and IT.

Terms & Conditions

Duty Station

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Allowances, Facilities and Benefits

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