



SAARC Development Fund

SAARC DEVELOPMENT FUND (SDF) INVITES APPLICATIONS FOR APPOINTING A NEW CEO

The SAARC Development Fund (SDF), established in 2005 is the umbrella financial institution of the South Asian Association for Regional Cooperation (SAARC). The **SDF Secretariat based in Thimphu, Bhutan** undertakes and implements **projects and programmes** under three windows: Social, Economic and Infrastructure in fulfillment of the greater developmental goals of the SAARC region. By working with the SDF in the capacity of CEO, a person will have the opportunity of leading one of the important Specialized Bodies of SAARC and implementing regional and sub-regional projects with a view to promoting welfare of the peoples in the region.

KEY RESPONSIBILITIES OF THE SDF CEO ARE:

- Will be the chief of the operating staff of the SDF Secretariat and will be responsible for the day-to-day business of SDF under the direction of the Board of Directors (BoD);
- Will be responsible for the management of the organization in accordance with the Rules and Regulations;
- Steer SDF's work, including decisions on investments, loans, guarantees and technical assistance;
- Will be the ex-officio member of the BoD;
- In the discharge of his/her official responsibilities, the CEO will be accountable to SDF Board;
- Will be responsible for timely implementation and monitoring of the approved projects in close coordination with the SDF Member States and SAARC Secretariat;
- Will be responsible for preparing and submitting Annual Report/Progress Report to the BoD in time;
- Will be the legal representative of SDF.

THE CANDIDATES MUST MEET THE FOLLOWING ELIGIBILITY CRITERIA:

Experience:

Essential:

A minimum of fifteen (15) years of proven track record in a financial institution of international/regional/national standing, with at least five (5) years in a senior financial management position;

Commendable grasp over the developmental challenges being faced by the SAARC Region.

Desirable:

Experience of dealing/working with Government agencies with respect to development and financing of projects in Social, Economic and Infrastructure Sector.

Education:

Essential:

Post Graduate Degree in Finance/Business Management/Economics.

Desirable:

An advanced degree in Strategic Business Management would be an advantage.

Age Limit:

Should not be more than 55 years of age on **30 September 2020**.

Citizenship:

A bona fide citizen of any Member State of SAARC (i.e. Afghanistan /Bangladesh /Bhutan /India /Nepal /Maldives /Pakistan /Sri Lanka).

Remuneration and allowances:

The CEO would be paid a remuneration of US\$ 6,000 [US Dollars Six Thousand (tax-free)] with accommodation, transport and other admissible allowances and benefits as per the relevant rules of SDF.

Privileges and Immunities:

The CEO may enjoy, applicable privileges and immunities, as per the Headquarters Agreement between the Royal Government of Bhutan and SDF.

Tenure:

The term of office of the CEO will be five years, with a possibility of extension by another term of five years, subject to conditions including age limit.

If you meet the above criteria and are confident to take up the challenge of leading SDF, please submit your application to:

Director (ARD & SDF), SAARC Secretariat, GPO Box No.: 4222, Kathmandu, Nepal
Email: dirban@saarc-sec.org or doard@saarc-sec.org

Application Form may be downloaded from: <http://www.sdfsec.org/> 

Application deadline: The applications must reach the SAARC Secretariat by **Monday, 23 March 2020**.

The SDF Governing Board will interview the short-listed candidates for final selection. The new CEO will assume charge of the office on **12 August 2020**.



**SAARC Development Fund Secretariat
3rd Floor, BDFC Building
Thimphu, Bhutan**

Preliminary Job Application Form
(Please use block letters)

Use Additional Pages if required (when using an additional page for a specific line item, maximum words used could be 250 for that line item)
Please write YES or NO in the appropriate box

Recent
Photograph of
the Applicant

PERSONAL INFORMATION

1. Name:

2. Mother's Name: _____

Father's Name: _____

3. Present Address:

4. Permanent Address:

5. Contact Phone No(s) _____ e-mail: _____

6. Sex: _____ Date of Birth: _____ Day _____ Month _____ Year. Place of Birth: _____

Blood Group: _____

7. Nationality(s): _____

8. **Marital Status**

Unmarried Married Divorced Separated

Spouse Name: _____ Occupation: _____

No. of Children: _____



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12. Do you have any relatives (Close or Distant)* in SDF or any of its funded projects? Yes/No:

If yes, please fill up the following information:

Name: _____ Email: _____

Designation: _____

Project/Dept.: _____ Office: _____

Relation _____

*Parents, spouse, children, brother, sister, in-laws, cousins, uncle, aunts, nieces, and nephews.

13. ACADEMIC & PROFESSIONAL QUALIFICATION*

Degree Obtained (starting with the highest degree)	Year of obtaining the degree	Institution /University	Class/Division	Country	Field

*Please submit certified true copies of certificates for qualifications

14. WORK EXPERIENCE

Information about the Organization/ Company from Current to Previous	Position you served*	Service period		Primary Responsibilities	Country
		From	To		
Organization Name: Name of Supervisor and Designation: Last Drawn Salary: Reason for Separation: Full Address with Phone:					



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Organization Name:					
Name of Supervisor and Designation:					
Last Drawn Salary:					
Reason for Separation:					
Full Address with Phone no:					

* Use separate rows for different positions served in any organization (Add rows if required)

15. Sectorial experience

Sl. No.	Experience in Financial Sector*	Organization	Primary Responsibilities	Period	
				From	To

* Social programs, credit, investment, banking etc.

16. Experience in dealing with Govt. bodies, regulatory bodies, development agencies, multilateral agencies

Sl. No.	Name of the Agency	At what capacity	Employing Organization	Period	
				From	To

17. Provide a short write-up on experience (if any) in a leadership role i.e. working as a team leader at national/sub national levels impacting sizeable population (in not more than 250 words)



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18. REFERENCES

Reference – 1 (non-relative):

Reference – 2 (non-relative):

Name: _____

Name: _____

Position: _____

Position: _____

Relation: _____

Relation: _____

Full Address: _____

Full Address: _____

Phone: _____

Phone: _____

Email: _____

Email: _____

I certify that the above information is true, complete and correct to the best of my knowledge.

Signature of the Applicant

Date
