



SAARC Development Fund

SDF/Adm/Vacancy/2013/03

The SAARC Development Fund (SDF) Secretariat presents its compliments to the Ministry of External/Foreign Affairs, SAARC Member States and would like to seek the kind assistance of the SAARC Divisions, Ministry of External Affairs/Foreign Affairs, SAARC Member States to kindly advertise the three vacant posts for the investment windows (Proforma with Form 5.1 attached) namely one Director and two Assistant Directors with the SAARC Development Fund (SDF) Secretariat, through the following websites:

1. SAARC Secretariat,
2. SAARC Division, 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 Chamber and National Business Chambers/Federations, SAARC Member States.

The vacancy announcement is to be effective from January 10, 2013 with January 31, 2013 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 assurance of its highest consideration.

January 4, 2013

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



Cc.

1. His Excellency Mr. Ahmed Saleem, Secretary General, SAARC Secretariat, Kathmandu, Nepal for kind information.
2. Honorable SDF Board Directors, Ministry of Finance/Treasury/Planning, SAARC Member States with a request to kindly upload in the Ministry's websites.



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

SDF/Admin/Recruitment/2013/ 04

January 04, 2013

Vacancy Announcement

Job Type : Professional/Regional Recruits
Agency : SAARC Development Fund Secretariat, Thimphu Bhutan
Term of Service : For three years and extendable by the Chief Executive Officer for a non-renewable period of another three years
Vacancy Number : SDF-RQ-M142, 143 and 144

The SAARC Development Fund (SDF) Secretariat was inaugurated during the 16th SAARC Summit in Thimphu, 2010. The SDF Secretariat became operational on the 1st June, 2010 and currently has the following three professional category vacancies for employment for an initial period of three (3) years with possible extension for another three years:

1. Director, Investment

- **Job description:** He/she will help the CEO in setting up the credit and investment business of SDF and in particular, operationalize the two investment windows namely Economic and Infrastructure Windows of the Fund and in particular (i) bring out the Credit policy including prudential limits, (ii) bring out the Investment policy for both projects and idle fund, (iii) Set up the SDF Pricing and Risk policy, (iv) Standardize pro forma documentation for project loans, credit guarantees, term sheets and other product suggested, (v) Formulate the funding strategy for SDF, (vi) Initiate discussions with reputed Rating Agencies for future fund generation and (vii) Explore different models to promote private sector investments.

He/she will actively seek and solicit investment projects in the SAARC Member States and initiate with the CEO's guidance and approval discussions with Local, National/Regional and International Banks/Funding/Development Institutions to explore and identify models to implement investment/joint venture projects in the region. The investment projects should benefit at least three SAARC Member States.

He/she will report to the Chief Executive Officer.

- **Skills and experience required:** Interested candidates must possess (i) a post graduate degree in Investment/Credit/Fund Management/Finance/Business Administration/Economics from an Institution of International repute/recognition (higher professional degree would be added advantage), (ii) Minimum of fifteen (15) years of practical experience in core



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investment/credit operations, with at least five (5) years in investment, credit and fund management operations at supervisory level, (iii) must be a bona-fide citizen of a SAARC Member State i.e. Afghanistan, Bangladesh, Bhutan, India, Nepal, Maldives, Pakistan, and Sri Lanka.

- **Remuneration:** He/she will be paid a net (tax free) monthly salary of US\$ 4,000 (Four 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.

2. Assistant Director, Financial/Project Analyst

- **Job description:** He/she will assist the Director, Investment in operationalizing the two investment Windows and identify investment/joint venture projects in the SAARC region.
- **Skills and experience required:** Interested candidates must (i) possess a post graduate degree in Fund Management/Finance/Business Administration/Investment/Economics from an Institution of International repute/recognition (higher professional degree would be added advantage), (ii) have minimum of 5 (five) years of practical experience in core investment/credit operations, and (iii) must be a bona-fide citizen of a SAARC Member State i.e. Afghanistan, Bangladesh, Bhutan, India, Nepal, Maldives, Pakistan, and Sri Lanka.
- **Remuneration:** He/she will be paid a net (tax free) monthly salary US\$ 2,000 (Two 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.

3. Assistant Director, Monitoring & Evaluation

- **Job description:** He/she will help set a robust Monitoring & Evaluation system in SDF.
- **Skills and experience required:** Interested candidates must have (i) a post graduate degree Finance/Economics/Project Management from an Institution of International repute/recognition (higher professional degree would be added advantage), (ii) a minimum of 5 years of practical experience in project monitoring & evaluation and (iii) must be a bona-fide citizen of a SAARC Member State i.e. Afghanistan, Bangladesh, Bhutan, India, Nepal, Maldives, Pakistan, and Sri Lanka.



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- **Remuneration:** H/she will be paid a net (tax free) monthly remuneration of US\$ 2, 000 (Two 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 submit a hard and a soft copy of their application letter and resume including copies of academic/training certificates along with a copy of national identity documents to:

Assistant Director,
Administration & Finance,
3rd Floor,
Bhutan Development Bank Limited Building,
Post Box Number 928,
Norzin Lam,
Thimphu 11001,
Bhutan.

Applications can be emailed to info@sdfsec.org

Interested candidates must fill up and submit the Preliminary Job Application Form SDF – 5.1 with your application letter.

The last date for the applications to be received by the SAARC Development Fund Secretariat is 31st January, 2013. Only shortlisted candidates will be called for selection interview and expenses for the selection interview will be borne by SDF Secretariat.

For further information please contact us at telephone numbers:

Phone : +975-2-321152/321153
Fax : +975-2-321203/321150
Website : www.sdfsec.org

CHIEF EXECUTIVE OFFICER



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

Form SDF – 5.1

Preliminary Job Application Form
(Please use block letters)

PERSONAL INFORMATION:

Use Additional Pages if required
Please write YES or NO in the appropriate box

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. Religion: _____
8. **Nationality:** please specify _____
9. **Marital Status:**

o Unmarried o Married- Date: o Divorced - Date: _____
o Separated – Date: _____
Spouse Name: _____ Occupation: _____ No. of Children: _____



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APPLICATION INFORMATION

11. Position Applied for: _____ Dept: _____

Application submission date: _____

12. Source: Newspaper Internal Office Memo From Web-site Reliable sources

13. If you are selected, how many days do you require to join after getting the final confirmation from SDF? _____ Days

14. Do you have any relatives (Close or Distant)* in SDF? Yes/No:

If Yes, please fill up the following information:

Name: _____ Empl #: _____ Designation:

Project/Dept.: _____ Office: _____

Relation _____

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

15. ACADEMIC & PROFESSIONAL QUALIFICATION

Institutional Education:

Highest Education Degree Achieved: _____

Education	Passing year	Institution /University	Class/Division	Country	Subject

Extra Curricular Activities:



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16. WORK EXPERIENCE:

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

Reference – 1 (non-relative):

Name: _____

Position: _____

Full Address: _____

Phone: _____

Reference – 2 (non-relative):

Name: _____

Position: _____

Full Address: _____

Phone: _____

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

Signature of the Applicant

Date
