

111-5

MOST IMMEDIATE

No.F.8(5)HR-I/2013-617
Government of Pakistan
Finance Division
(HRM Wing)

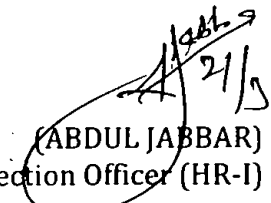
Islamabad, the 21st March, 2019

CIRCULAR

Subject: **Appointment of Director General, CIRDAP for the period of 2020-2024**

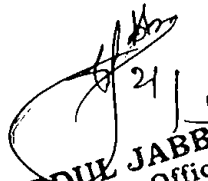
Please find enclosed herewith a copy of AHK National Centre for Rural Development Circular F.No. 1(4)/2015-16/II.Trg, dated 7th March, 2019 which is self explanatory on the above subject.

2. All Officers **BS-19/20** of Finance Division, who fulfills the eligibility criteria in all respect may send their nominations/applications on prescribed proforma/format alongwith CV/requisite documents to **HR-I Section latest by 22nd March, 2019 before closing of Office hours for onward transmission to the quarter concerned.** Further details/documents personal history form can also be checked/downloaded from the CIRDAP website www.cirdap.org.


(ABDUL JABBAR)
Section Officer (HR-I)

All BS-19/20 Officers of Finance Division including FA's Organization

Copy to the Webmaster, Finance Division for uploading on the website.


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ABDUL JABBAR
Section Officer
Finance Division
Government of Pakistan
Islamabad

**GOVERNMENT OF PAKISTAN
ESTABLISHMENT DIVISION
AHK NATIONAL CENTRE FOR RURAL DEVELOPMENT
(PARK ROAD, CHAK SHAHZAD)**

**Most Urgent
Time Limit Case**

212

F.No. 1(4)/2015-16/IL.Trg.

Islamabad, the 07th March, 2019

CIRCULAR

Subject: Appointment of Director General, CIRDAP for the period of 2020-2024

The undersigned is directed to refer to the subject noted above and to say that Centre on Integrated Rural Development for Asia and the Pacific (CIRDAP) has announced position of Director General, CIRDAP for the period of 2020-2024. Vacancy announcement letter/personal history form sent by CIRDAP is also enclosed. This post is to be filled in by suitable Officer fulfilling eligibility criteria as given below.

Qualifications:

- Postgraduate University degree preferable in Management, Economics or Rural Development related field;
- Citizen of CIRDAP Member Countries;
- Age: Should be between 45-62 years on the date of assuming the post (i.e. 6 July 2020);
- Must be proficient in English both spoken and write.

Knowledge and Experience:

- Has proven experience of at least twenty years in relevant rural development fields including at least seven years on leadership, management and policy development at the senior level in the field of rural development and poverty alleviation;
- Sound knowledge in political and rural development socio-economic issues at the regional and International levels;
- Proven experience in making sound decisions and providing quality advice to higher authorities.
- The candidate must be a Government Officer (BPS-19 or 20 / Permanent only) of Ministries / Divisions/ Attached Departments, Provincial Governments & Universities.
- **Contract Employees are not eligible.**

2. It is requested that nomination/applications of suitable Officer on prescribed proforma/format along with CV/requisite documents, under administrative control of Ministries/Divisions within Federal Government and Provincial Government, if any, may be forwarded to the **Director General, AHK NCRD, latest by 25th March, 2019**. A Committee in Establishment Division would finalize nomination for the approval of Competent Authority i.e. Secretary, Establishment Division. Further details/documents personal history form can also be checked/downloaded from the CIRDAP website www.cirdap.org

1604 JS/HRM/20 Dy. No. 778 D.S (QA)
Dated 13/3/2019

Dy. No. 299 S.O (QAI)
Dated: 13-3-2019

Dy. No. 563 SO(HR-I)/20
Dated: 13/03/19

12/3/19
12/3
12/3

Dy. No. 176 AFS (CF/HRM)
Dated: 12/3/19

12/3
12/3/19

(SABA SALLEMI)
Deputy Director (T-II)
Ph: 051-9255153

It relates to HR-I Section.

1. Secretary, President's Secretariat, Islamabad.
2. Secretary to the Prime Minister, Prime Minister's Office, Islamabad
3. Secretary, Cabinet Division, Islamabad.
4. Secretary, Establishment Division, Islamabad.
5. Secretary, Ministry of Climate Change, Islamabad.
6. Secretary, Ministry of Federal Education and Professional Trainings, Islamabad.

SO (HR-I)
13-3-19
Cont....P/2

P.S Office
Dy. No. 4621
Dated: 12/3/19

7. Secretary, Ministry of Finance Division, Islamabad.
8. Secretary, Ministry of Interior, Islamabad.
9. Secretary, Ministry of Planning, Development and Reforms, Islamabad.
10. Secretary, Ministry of Human Right, Islamabad.
11. Secretary, Ministry of Food Security and Research, Islamabad.
12. Secretary, National Assembly Secretariat, Islamabad.
13. Secretary, Senate Secretariat, Islamabad.
14. Secretary, Federal Public Service Commission, Islamabad.
15. Secretary, Election Commission of Pakistan, Islamabad.
16. Chief Secretary, Government of Punjab, Lahore.
17. Chief Secretary, Government of Sindh, Karachi.
18. Chief Secretary, Government of Kyber Pakhtunkhwa, Peshawar.
19. Chief Secretary, Government of Balochistan, Quetta.
20. Chief Secretary, Government of AJ&K, Muzaffarabad.
21. Chief Secretary, Government of Gilgit Baltistan, Gilgit.
22. Chairman, Planning and Development Board, Govt. of Punjab, Lahore.
23. Chairman, Planning and Development Board, Govt. of Sindh, Karachi.
24. Additional Chief Secretary, Planning & Development Deptt., Govt. of Kyber Pakhtunkhwa, Peshawar.
25. Additional Chief Secretary, Planning & Development Deptt., Govt. of Balochistan, Quetta.
26. Additional Chief Secretary, Planning & Development Dett., Govt. of AJ&K, Muzaffarabad.
27. Secretary, Planning & Development Department, Govt. of Gilgit Baltistan, Gilgit.
28. Secretary, Local Government & Rural Development Deptt., Govt. of Punjab, Lahore.
29. Secretary, Local Government & Rural Development Deptt., Govt. of Sindh, Karachi.
30. Secretary, Local Government & Rural Development Deptt., Govt. of Kyber Pakhtunkhwa, Peshawar.
31. Secretary, Local Government & Rural Development Deptt., Govt. of Balochistan, Quetta.
32. Secretary, Local Government & Rural Development Deptt., Govt. of AJ&K, Muzaffarabad.
33. Secretary, Local Government & Rural Development Deptt., Govt. of Gilgit Baltistan, Gilgit.
34. Secretary, Agriculture Department, Govt. of Punjab, Lahore.
35. Secretary, Agricultural, Supply & Prices Department, Govt. of Sindh, Karachi.
36. Secretary, Agriculture Department, Govt. of Kyber Pakhtunkhwa, Peshawar.
37. Secretary, Agriculture & Cooperative Department, Govt. of Balochistan, Quetta.
38. Secretary, Agriculture Department, Govt. of AJ&K, Muzaffarabad.
39. Secretary, Agriculture Department, Govt. of Gilgit Baltistan, Gilgit.
40. Chairman, Higher Education Commission, Islamabad.
41. Chainnan, Pakistan Agriculture Research Council, Islamabad.

CC.

Joint Secretary (Training), Establishment Division, Islamabad.

Assistant Director (T-III), with the request to upload this OM on the website of NCRD.



CENTRE ON INTEGRATED RURAL DEVELOPMENT FOR ASIA AND THE PACIFIC
(An Inter-Governmental Organization for prosperous Rural Communities)

AD. PE.2/32-169

7th February, 2019

Subject: Request to Circulate Vacancy Announcement for the position of Director General, CIRDAP for the period of 2020-2024 and forward three shortlisted nominees to CIRDAP

Greetings from CIRDAP!

This is to advise that CIRDAP is advertising the position of Director General for the period of 2020-2024. A copy of Vacancy Announcement Notice and CIRDAP Personal History Form to be filled by the Applicants are enclosed as Annex-1 and also captured in CIRDAP website www.cirdap.org.

We kindly request if this Vacancy Announcement Notice is advertised in the main daily Newspaper and your Ministries' Public Service Websites and other media.

As the applications will be directed towards your high office, we are grateful if the applicants are assessed and three who are deemed to be the most meritorious be submitted to the Director General, CIRDAP by 20th April, 2019. These short listed candidates will be considered as your Ministries' nominees.

The closing date for the applicants is 7th April, 2019.

We look forward to your continuous support.

Yours sincerely,

Tevita G. B. Taginavulau
Director General

Encl: As above



Dr. Ijaz Munir
Secretary
Establishment Division
Ministry of Establishment
Government of Islamic Republic of Pakistan
Cabinet Block, Pak. Secretariat, Islamabad, Pakistan

Cc.

- (i) **H.E. Imran Khan**
Prime Minister of Pakistan (Minister In-charge of Establishment Division)
Ministry of Establishment
Government of Islamic Republic of Pakistan
- (ii) **H.E. Mr. Rafiuzzaman Siddiqui**
The High Commissioner of the Islamic Republic of Pakistan to Bangladesh
House # NE (C)-2, Road # 71, Gulshan 2, Dhaka
- (iii) **Mr. Israr Mohammad Khan**
Director General
Akhtar Hameed Khan National Centre for Rural
Development & Municipal Administration (AHK NCRD & MA)
Park Road, Chak Shahzad, Islamabad, Pakistan



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CENTRE ON INTEGRATED RURAL DEVELOPMENT FOR ASIA AND THE PACIFIC
Dhaka, Bangladesh (www.cirdap.org)

VACANCY ADVERTISEMENT

DEADLINE FOR SUBMISSION OF APPLICATION TO CIRDAP CONTACT MINISTRY: 7th April 2019

Centre on Integrated Rural Development for Asia and the Pacific (CIRDAP), a regional, intergovernmental organization is looking for a senior professional for the position of **Director General for the period of 2020-2024** for its Headquarters located in Dhaka, Bangladesh.

Functional Title	: Director General
Level	: D-2
Responsible to	: TC/EC/GC
Location	: Dhaka City, Bangladesh
Recruitment Status	: Professional Category
Duration of Assignment	: 04 (four) years

Background

CIRDAP was established with the auspices of Food and Agriculture Organization (FAO) of the United Nations on 6th July, 1979. It has 15 members countries namely, Afghanistan, Bangladesh (Host State), Fiji, India, Indonesia, Iran, Lao PDR, Malaysia, Myanmar, Nepal, Pakistan, Philippines, Sri Lanka, Thailand and Vietnam. The purpose of CIRDAP is to provide technical support and promote innovative best practices on sustainable IRD amongst member countries in Asia-Pacific in order to improve the lives of the rural people.

Vision

CIRDAP, a Centre of Excellence in Integrated Rural Development.

Position Purpose

Having Leadership capacity as well as strategic vision to take up its activities in the areas of Rural Development and Poverty Alleviation in Asia-Pacific region by policy formulation, enlarging networking and programme outputs.

Key Duties and responsibilities

The Director General of CIRDAP, in accordance with the mandate given by the Governing Council is responsible for carrying out the following duties and responsibilities:

- Acts as the legal and official representative of CIRDAP;
- Directs the work of CIRDAP in accordance with the policies, decisions and programmes of work and budget (PWB) adopted by the Governing Council and under the guidance of the Executive Committee;
- Submits to the Governing Council at each regular session, through the Executive Committee;
 - (a) an annual report on the work of CIRDAP;
 - (b) audited accounts for the previous biennium and
 - (c) draft programme of work of CIRDAP and draft budget for the following biennium
- Convenes the sessions of the CIRDAP Governing Council, Executive and Technical Committee and all other meetings of CIRDAP; provides the secretariat for such meetings and participates in those meetings;
- Appoint the Deputy Director General and other staff members of CIRDAP in accordance with policies and general standards and guidelines laid down by the Governing Council and establishes the Conditions of employment;

Qualifications

- Postgraduate University degree preferably in Management, Economics or Rural Development related fields;
- Citizen of CIRDAP Member Countries;
- Age: Should be between 45 to 62 years on the date of assuming the post (i.e. 6 July 2020);
- Must be proficient in English both spoken and written.

Knowledge and Experience

- Has proven experience of at least twenty years in relevant rural development fields including at least seven years on leadership, management and policy development at the senior level in the field of rural development and poverty alleviation;
- Sound knowledge in political and rural development socio-economic issues at the regional and international levels; and
- Proven experience in making sound decisions and providing quality advice to higher authorities.

Competencies

- (i) Result Focused – ensure the outputs in the Strategic Plan are achieved within the time frame;
- (ii) Professional Competencies – has excellent leadership and organising skills and has general understanding in the field of Research, Action Research, Training, Knowledge Management and Administration;
- (iii) Manage Relations and Partnership – have the skills in building effective relationship within the Secretariat and with development partners; and
- (iv) Communication Skills – Excellent command on English in terms of interpretations and conversations.

Personal Attributes

- (i) Visionary
- (ii) Upholds moral or ethical values
- (iii) Conceptual thinking and the ability to think outside the box
- (iv) Ability to adjust to changes and innovative

Salary and Other Benefits

Level D-2, Step-I carries a minimum salary of US\$ 64,481 per annum plus other allowances like Contributory Provident Fund; Group Life Insurance, Group Accident Insurance, Group Sickness Insurance Scheme; Children Education Grant @ US\$ 2,400 per child per year for a maximum of two children only studying in Bangladesh; Supplementary hospitalization Assurance Policy for the spouse & a maximum of three children; Home Leave & Travel for Self and Family Members up to a maximum of five adult fare; fully furnished residence at approved monthly rent ceiling, one Chauffeur driven car including the expenditure of P.O.L; Maintenance of Furniture; Electricity & Water Bills; Telephone for official use; one Cook-Bearer & one Watchperson.

As per agreement with Government of the Peoples Republic of Bangladesh: Privileges, immunities and facilities accorded to official representative, the Director General has (1) exemption from taxation on the salaries and emoluments paid by the Centre, (2) immunity, together with their spouse and dependents, the same repatriation facilities in the time of crisis as officials comparable rank of diplomatic mission and the right to import free of duty their furniture and effects, including one car, at the time of first taking up their post in the Centre.

Application Procedure

Interested applicants should fill up the Personal History Form available in CIRDAP website (www.cirdap.org) and submit with a cover letter and supporting documents to their respective Contact Ministries which are mentioned in the CIRDAP website and send an e-mail copy to CIRDAP through hr@cirdap.org.

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CIRDAP CENTRE ON INTEGRATED RURAL DEVELOPMENT FOR ASIA AND THE PACIFIC

PERSONAL HISTORY APPLICATION FOR EMPLOYMENT

INSTRUCTIONS: Please answer each question clearly and completely. Type or print in ink. Read carefully and follow all directions. If you need more space, attach additional pages of the same size. Be sure to sign and date the form.

CANDIDATE TO AFFIX PHOTOGRAPH HERE

1. Family Name First Name Middle Name Maiden Name

2. (A) Present Resident (Specify City Province or State, and Country) (B) Length of Present Residence

3. Mailing Address

Telephone Number

4. (A) Place of Birth

(B) Date of Birth (Day, Month, Year)

(C) Citizenship at Birth

(D) Present Citizenship

5. Sex
 Male Female

6. Marital Status (Check)
 Single Married Widow (er) Divorced Separated

7. Have you any dependents? Yes No If answer is "Yes" give the following Information:

Name	Date of Birth	Relationship	Name	Date of Birth	Relationship

8. Have you taken up legal residence status in any country other than that of your nationality?
 Yes No
 If answer is "Yes", which country?

9. Have you taken any legal steps towards changing your present nationality?
 Yes No If answer is "Yes", explain fully:

10. Have you any near relatives who are employed by a public international organization? Yes No If answer "Yes" give following information:

Name	Relationship	International Organization

11. For what kind of work do you wish to be considered?

12. For secretarial/ Clerical grades only indicate speed in words per minute

	English	French	Spanish	Other languages
Typing				
Shorthand				

13. LANGUAGES (List mother tongue first)

READ				WRITE				SPEAK			
Ex-cellent	Good	Fair	Sligh-ly	Ex-cellent	Good	Fair	Sligh-ly	Ex-cellent	Good	Fair	Sligh-ly

List any special skills you possess and machines and equipment you can use:

20. 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 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. Include service in the armed force.

Dates		Salaries per annum (Excl. Allowance)		Exact title of your post
From	To (present)	Starting	Present	Duty Station
Name of Supervisor			Allowance. etc. +	Type of Business
Name of Employer			Total tax -	Number and kind of employees supervised by you
Address of Employer			Net Salary =	Reason for leaving, if applicable

Description of your work : _____

Dates		Salaries per annum (Excl. Allowance)		Exact title of your post
From	To	Starting	Final	Duty Station
Name of Supervisor				Type of Business
Name of Employer				Number and kind of employees supervised by you
Address of Employer				Reason for leaving.

Description of your work : _____

Dates		Salaries per annum (Excl. Allowance)		Exact title of your post
From	To	Starting	Final	Duty Station
Name of Supervisor				Type of Business
Name of Employer				Number and kind of employees supervised by you
Address of Employer				

Description of your work : _____

Dates		Salaries per annum (Excl. Allowance)		Exact title of your post
From	To (present)	Starting	Final	Duty Station
Name of Supervisor				Type of Business
Name of Employer				Number and kind of employees supervised by you
Address of Employer				Reason for leaving.

Description of your work :

21. Have you any objections to our making inquiries of your present employer? Yes No

22. REFERENCES : List three persons not related to you who are familiar with your character and qualifications. Do not repeat names of supervisors listed under item 20

Full Name	Full Address: (Telephone No. if Known)	Business of Occupation

23. LEGAL CONVICTIONS (Include all convictions other than those for minor violations of road traffic regulations)

Charge	Date	where tried	Conviction:

24. State other relevant facts. Include information regarding any residence of prolonged travel abroad, giving dates, areas, purposes, etc. Also state any disabilities which might limit your field of work. Final appointment will be subject to a physical examination.

I attest that I have read and understand the policies and procedure stated in the application form. I agree to background check on my employment, educational information and degree earned including criminal record and eligibilities.

Date : _____ Signature : _____