



**TERMS OF REFERENCE FOR PROFESSIONAL STAFF**

Terms of Reference for the following 5 positions of Professional Staff are appended below:

1. Deputy Director (Coord)
2. Programme Leader (Technology Transfer)
3. Research Fellow (Technology Transfer)
4. Research Fellow (Energy Trade)
5. Communication Specialist

Nationals from SAARC Member States (Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan, and Sri Lanka) are invited to apply for appointment against the above mentioned positions at SAARC Energy Centre, Islamabad, Pakistan.

Prescribed Application Form for the positions are available on SEC website [www.saarcenergy.org](http://www.saarcenergy.org).

Applications should be sent by e-mail to [jobs@saarcenergy.org](mailto:jobs@saarcenergy.org) followed by hard copies forwarded through respective Government's Ministry of Foreign/External Affairs along with testimonials. The last date for reaching applications by e-mail is 16<sup>th</sup> March 2015 whereas paper copies through Government channel can be entertained in due course. However, final action on the application will only be taken after their receipt through the Government channel.

The short listed candidates will be required to appear for personal interview by the Selection Committee at SAARC Energy Centre, Islamabad. The cost of travel (both ways) and per-diem for the short-listed candidates (except Pakistani candidates) will be borne by SAARC Energy Centre.



**POSITION-1: DEPUTY DIRECTOR (COORDINATION)**

**Job responsibilities include:**

- Assist Director, SEC in Administrative and Financial Matters of Centre;
- Supervise Administrative Officer and Accounts Officer of the Centre;
- Coordinate with SAARC Secretariat, Governing Board Members, Government of Pakistan, National and International entities;
- Plan and Organize Governing Board Meetings, Selection Committee Meetings, Workshops, Seminar, Conferences, when needed.
- Prepare annual programme cost budget, institutional cost budget and capital cost budget. Working papers of Governing Board and Selection Committee Meetings and their Reports;
- Coordinate and develop cooperation with Regional Energy Organizations;
- Develop, Update and manage SAARC Energy Database and Coordination with Focal Points / Institutions for Energy Database in the Member States;
- Printing and publications of documents, reports, and newsletters, etc;
- Any other assignment(s) given by Director.

**Qualification and Experience:**

- Bachelor of Engineering or Master of Science (16 years education) in energy related field. Additional qualification in Management Sciences will be given preference;
- Minimum 12 years post qualification experience in energy related organizations preferable in the field of Project Development/Management and Execution. The length of required experience will be reduced for candidates possessing higher or academic meritorious qualification and relevant experience;
- Maximum age not more than 50 years at the time of applying.
- Ability to demonstrate administrative and managerial skills;
- Ability to lead a small team to deliver commitments;
- Have strong initiative, self-motivation, and ability to effectively work in a multicultural environment;
- Possess excellent communication skills in English both verbal and written;
- Skills in appropriate computer software packages.



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

**ALLOWANCES, FACILITIES AND BENEFITS:**

As per SAARC harmonized rules, if selected as **Deputy Director (Coord)**, 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 Centres will not affect their promotion and seniority prospects in their service at home.

**The selected professionals will be eligible for the following allowances:**

**Living Allowance:**

Deputy Director (Coord) shall be entitled to living allowance of USD 1,282.60 (50% in US Dollar & 50% in Pak Rupees) per month.

**Accommodation Allowance:**

**Deputy Director (Coord)** shall be entitled to unfurnished accommodation within the rental ceiling of USD 656 (payable in Pak currency).

**Furnishing / Settlement Grant:**

**Deputy Director (Coord)** shall be entitled to a one time lump-sum furnishing / settlement grant of USD 2,000 on first arrival only.

**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 5 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.

**Medical Coverage:**

**Deputy Director (Coord)** 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.

**Home Leave Passage:**

**Deputy Director (Coord)** appointed from Member States 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.



**Emergency Passage:**

**Deputy Director (Coord)** appointed from Member States 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.

**Telephone:**

**Deputy Director (Coord)** shall be entitled to use telephone at their residences, up to USD 20 per month.



**POSITION- 2:           PROGRAMME LEADER (TECHNOLOGY TRANSFER)**

**Job responsibilities include:**

- Undertake independent, quality 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 Technology Transfer;
- Interact with policy-makers at regional level and manage stakeholder's engagement processes;
- Communicate effectively with stakeholders;
- Prepare and implement the programme activities related to Technology Transfer;
- Organize, participate and/or make presentations at workshops and conferences hosted by the SAARC Energy Centre and;
- Any other assignment(s) given by Director.

**Qualification and Experience:**

- Bachelor of Engineering or Master of Science (16 years education) in energy related field;
- Minimum 12 years post qualification experience in energy related organizations preferably in R&D and energy technology development. The length of required experience can be reduced for candidates possessing higher or meritorious academic qualification;
- Maximum age not more than 50 years at the time of applying.
- Motivation to do research and ability to work independently. Strong analytical abilities as demonstrated by academic achievements and other personal accomplishments;
- Ability to structure strategic analyses, perform synthesis, lead small research group, make recommendations and prepare quality technical reports;
- Have strong initiative, self-motivation, and ability to effectively work in a multicultural environment;
- Ability to lead a small team to deliver commitments;
- Possess excellent communication skills in English both verbal and written;
- Skills in appropriate computer software packages.



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

**ALLOWANCES, FACILITIES AND BENEFITS:**

As per SAARC harmonized rules, if selected as **Programme Leader (TT)**, 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 Centres will not affect their promotion and seniority prospects in their service at home.

**The selected professionals will be eligible for the following allowances:**

**Living Allowance:**

**Programme Leader (TT)** shall be entitled to living allowance of USD 1,282.60 (50% in US Dollar & 50% in Pak Rupees) per month.

**Accommodation Allowance:**

Programme Leader (TT) shall be entitled to unfurnished accommodation within the rental ceiling of USD 656 (payable in Pak currency).

**Furnishing / Settlement Grant:**

The **Programme Leader (TT)** shall be entitled to a one time lump-sum furnishing / settlement grant of USD 2,000 on first arrival only.

**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 5 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.

**Medical Coverage:**

**Programme Leader (TT)** 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.

**Home Leave Passage:**

**Programme Leader (TT)** appointed from Member States 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.



**Emergency Passage:**

**Programme Leader (TT)** appointed from Member States 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.

**Telephone:**

**Programme Leader (TT)** shall be entitled to use telephone at their residences, up to USD 20 per month.



**POSITION-3: RESEARCH FELLOW (TECHNOLOGY TRANSFER)**

**Job responsibilities include:**

- Analyze the connections between the opportunities for implementation of Technology Transfer in the region;
- Identify and undertake research, analysis, synthesis, and make recommendations in energy policy issues with the goal of developing working solutions;
- Undertake scenario-building exercises, conduct comprehensive integrated analyses;
- Identify and formulate policy recommendations;
- Assist in preparation and implementation of programme activities related to technology transfer and organization of workshops, seminars and conferences hosted by the SAARC Energy Centre and;
- Any other assignment(s) given by Director SEC or any officer authorized by the Director.

**Qualification and Experience:**

- Bachelor of Engineering or Master of Science (16 years education) in energy related field;
- Minimum 10 years post qualification experience in energy related organizations preferably in R&D and energy technology development. The length of required experience will be reduced for candidates possessing higher or meritorious academic qualification;
- Maximum age not more than 45 years at the time of applying.
- Motivation to do research and ability to work independently. Strong analytical abilities as demonstrated by academic achievements and other personal accomplishments;
- Ability to structure strategic analyses, perform syntheses, lead small research group, make recommendations and prepare quality reports;
- Have strong initiative, self-motivation, and ability to effectively work in a multicultural environment;
- Possess excellent communication skills in English both verbal and written;
- Skills in appropriate computer software packages.





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

**ALLOWANCES, FACILITIES AND BENEFITS:**

As per SAARC harmonized rules, if selected as **Research Fellow (TT)** 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 Centres will not affect their promotion and seniority prospects in their service at home.

**The selected professionals will be eligible for the following allowances:**

**Living Allowance:**

**Research Fellow (TT)** shall be entitled to living allowance of USD 1,118.70 (50% in US Dollar & 50% in Pak Rupees) per month.

**Accommodation Allowance:**

**Research Fellow (TT)** shall be entitled to unfurnished accommodation within the rental ceiling of USD 632 (payable in Pak currency).

**Furnishing / Settlement Grant:**

The **Research Fellow (TT)** shall be entitled to a one time lump-sum furnishing / settlement grant of USD 2,000 on first arrival only.

**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 5 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.

**Medical Coverage:**

**Research Fellow (TT)** 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.

**Home Leave Passage:**

**Research Fellow (TT)** appointed from Member States 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.



**Emergency Passage:**

**Research Fellow (TT)** appointed from Member States 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.

**Telephone:**

**Research Fellow (TT)** shall be entitled to use telephone at their residences, up to USD 20 per month.



**POSITION-4: RESEARCH FELLOW (ENERGY TRADE)**

**Job responsibilities include:**

- Analyze the relationship between the opportunities for energy trade and energy security in the region;
- Identify and undertake research, analysis, synthesis, and make recommendations in energy policy issues with the goal of developing working solutions;
- Undertake scenario-building exercises, conduct comprehensive integrated analyses;
- Identify and formulate policy recommendations;
- Assist in preparation and implementation of programme activities related to energy trade and organization of workshops, seminars and conferences hosted by the SAARC Energy Centre and;
- Any other assignment(s) delegated by Director or any officer authorized by the Director.

**Qualification and Experience:**

- Bachelor of Electrical Engineering or Master of Science (16 years education) in energy related field;
- Minimum 10 years post qualification experience in energy related organization preferably in energy policy, cross-border energy trade, energy programme planning and development. The length of required experience will be reduced for candidates possessing higher or meritorious academic qualification;
- Maximum age not more than 45 years at the time of applying.
- Motivation to do research and ability to work independently. Strong analytical abilities as demonstrated by academic achievements and other personal accomplishments;
- Ability to structure strategic analyses, perform syntheses, lead small research group, make recommendations and prepare quality reports;
- Have strong initiative, self-motivation, and ability to effectively work in a multicultural environment;
- Possess excellent communication skills in English both verbal and written;
- Skills in appropriate computer software packages.



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

**ALLOWANCES, FACILITIES AND BENEFITS:**

As per SAARC harmonized rules, if selected as **Research Fellow (ET)** 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 Centres will not affect their promotion and seniority prospects in their service at home.

**The selected professionals will be eligible for the following allowances:**

**Living Allowance:**

**Research Fellow (ET)** shall be entitled to living allowance of USD 1,118.70 (50% in US Dollar & 50% in Pak Rupees) per month.

**Accommodation Allowance:**

**Research Fellow (ET)** shall be entitled to unfurnished accommodation within the rental ceiling of USD 632 (payable in Pak currency).

**Furnishing / Settlement Grant:**

The **Research Fellow (ET)** shall be entitled to a one time lump-sum furnishing / settlement grant of USD 2,000 on first arrival only.

**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 5 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.

**Medical Coverage:**

**Research Fellow (ET)** 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.

**Home Leave Passage:**

**Research Fellow (ET)** appointed from Member States 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.



**Emergency Passage:**

**Research Fellow (ET)** appointed from Member States 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.

**Telephone:**

**Research Fellow (ET)** shall be entitled to use telephone at their residences, up to USD 20 per month.



**POSITION-5: COMMUNICATION SPECIALIST**

**Job responsibilities include:**

- Under direct supervision of Director, the Communication Specialist will be responsible for developing and carrying out internal and external communications strategy for SAARC Energy Centre;
- Produce public relations material, edit and layout reports and other promotional material, and assist with planning, publicizing and carrying out special events;
- Maintain and regularly update the SEC website content and SEC activity calendar of energy activities in the SAARC Member States;
- Plans, writes, prepares and/or reviews press releases and articles to be included in SEC newsletter and other publications;
- Research, interview, write, edit, proof-read and distribute content for electronic media and print communication;
- Develop story logs and editorial calendars, conduct secondary research and interpret the results of primary research, conduct interviews, and write articles and speeches on the development in energy sector of South Asia;
- Maintain a detailed repository of press releases and articles;
- Conduct periodic surveys among the member states utilizing web-based tools;
- Participate in the setting-up and preparation of all SEC sponsored events;
- Assist Professional Staff as required especially in editing and composing of technical reports;
- Any other assignment(s) delegated by Director or an Officer authorized by him in this regard.

**Qualification and Experience:**

- Masters Degree (16 year education) preferably in Communications, International Relations/ Mass Media/ Public Affairs and/or Management sciences.
- Minimum 10 years post qualification experience in a reputable national or international organization(s). The length of required experience will be



reduced for candidates possessing higher or meritorious academic qualification;

- Maximum age not more than 45 years at the time of applying.
- Ability to produce high quality reports, carry-out comparative analysis of publications, consolidate information and make solid recommendations;
- Have strong initiative, self-motivation, and ability to effectively work in a multicultural environment;
- Ability to lead a small team to deliver commitments;
- Possess excellent interpersonal and communication skills;
- Excellent command on written and verbal English;
- Proficiency in standard application software such as MS Word, MS Excel, MS PowerPoint, MS Project and web development tools.

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

##### **ALLOWANCES, FACILITIES AND BENEFITS:**

As per SAARC harmonized rules, if selected as **Communication Specialist** 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 Centres will not affect their promotion and seniority prospects in their service at home.

##### **The selected professionals will be eligible for the following allowances:**

###### **Living Allowance:**

**Communication Specialist** shall be entitled to living allowance of USD 1,118.70 (50% in US Dollar & 50% in Pak Rupees) per month.

###### **Accommodation Allowance:**

**Communication Specialist** shall be entitled to unfurnished accommodation within the rental ceiling of USD 632 (payable in Pak currency).

###### **Furnishing / Settlement Grant:**

**Communication Specialist** shall be entitled to a one time lump-sum furnishing / settlement grant of USD 2,000 on first arrival only.



**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 5 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.

**Medical Coverage:**

**Communication Specialist** 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.

**Home Leave Passage:**

**Communication Specialist** appointed from Member States 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.

**Emergency Passage:**

**Communication Specialist** appointed from Member States 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.

**Telephone:**

**Communication Specialist** shall be entitled to use telephone at their residences, up to USD 20 per month.