

**Job Descriptions of Professional, GSS-I**

**1. Director, Social Window and Administration & Finance**

**(a) Job responsibilities:**

- Project Initiation, hunting & conception, planning, scrutinizing, production projects under Social Window from all SAARC Member states based on sound analysis with emphasis on periodic Monitoring and Evaluation. Projects must lead to regional integration and fulfillment of the SDF Charter.
- Identification of bankable projects and funding of projects under co-financing system
- Financial management of SDF Secretariat and SDF funded projects
- Responsible for fund mobilization for projects to be funded under Social Window
- Project execution, documentation, work breakdown structure, monitoring and controlling and project control systems.
- Project e-management systems, portfolio management, virtual Project Management/Development and closing procedures.
- Project reporting structures and mechanism i.e. weekly, monthly, biannually and annually.
- Provide guidance/inputs and recommendations to the Chief Executive Officer on project selection based on social, financial and managerial aspects of the proposed project.
- Institute best practices and approach using international ISO standards for Social Window projects.
- Lead Administration and Finance functions of the SDF by providing strategic initiatives and putting in systems and procedures as per global best practices
- Act as the Chief Drawing Officer (when instructed by CEO) for the purpose of management and disbursement of Fund monies in accordance with SDF Bye-Laws and its Rules and Regulations,
- Ensure that the fund operates under sound banking principles
- Effective implementation of M&E System for SDF funded projects
- Ensure that the funds accounts are maintained in accordance with International Accounting standards and
- Lead his team and inculcate a culture based on professionalism, fairness, efficiency and accountability.
- Effective and sound system for administration, HR and HRD

*S/he shall report to the CEO and carry out any other responsibilities assigned by the CEO.*

**(b) Qualification, Skills and experience required:** Interested candidates must

- possess a post graduate degree in Project Management/Development//Finance/Business Administration/Social field from an institution of international repute/recognition (higher professional degree would be an added advantage),
- have a minimum of 15 years of relevant experience in development, implementation and monitoring/evaluation of social/economic and infrastructure projects in SAARC Countries,

- have excellent understanding of the developmental needs of the SAARC region and be up to date with latest developments in the social and financial sector
- Preference will be given to those with experience in development activities at the field level combined with certain number of years in a financial institution.
- He/she should be between 40-50 years of age, and be a bona fide citizen of a SAARC Member State i.e. Afghanistan, Bangladesh, Bhutan, India, Nepal, Maldives, Pakistan, and Sri Lanka.

**(c) Remuneration:**

- net (tax free) monthly salary of US\$ 4,265 per month
- accommodation entitlement up to maximum rental ceiling of US\$ 700 per month
- education allowance for two children up to class 12 or equivalent
- Medical reimbursements for self and family
- One time furnishing/ settlement allowance of US\$ 3,000,
- Home leave passage for self & family once in 18 months and other admissible joining expenses reimbursements.
- Duty free purchase/import privileges in Bhutan.

## **2. Director, Economic & Infrastructure Window**

**(a) Job responsibilities:**

- Project Initiation, hunting & conception, planning, scrutinizing, production projects under Economic & Infrastructure Windows from all SAARC Member states based on sound analysis with emphasis on periodic Monitoring and Evaluation. Projects must lead to regional integration and fulfillment of the SDF Charter.
- 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 fund projects in the region. Responsible for exploring the possibility of funding of projects after due appraisals which meet the criterion of SDF subject to Board approvals. Monitor the implementation of projects.
- Mobilization of funds for Economic and Infrastructure projects
- Project execution, documentation, work breakdown structure, monitoring and controlling and project control systems.
- Project e-management systems, portfolio management, virtual Project Management/Development/ and closing procedures.
- Project reporting structures and mechanism i.e. weekly, monthly, biannually and annually.
- Provide guidance/inputs and recommendations to the Chief Executive Officer on project selection based on technical and commercial viability of the project including economic, infrastructure, financial and managerial aspects of the proposed project.
- Institute best practices and approach using international ISO standards for E&I Windows projects.
- Setting up the credit business of SDF and in particular, operationalize the two investment windows namely Economic and Infrastructure Windows of the Fund
- Document and update the Credit policy including limits, SDF Pricing, risk policy, project loans, credit guarantees, term sheets, the funding strategy for SDF

- Initiate discussions with reputed Rating Agencies for future fund generation and Explore different models to achieve SDF objectives for funding projects
- Work on fund raising opportunities for SDF

*S/he shall report to the CEO and carry out any other responsibilities assigned by the CEO.*

**(b) Qualification, Skills and experience required:** Interested candidates must

- Certified Chartered Accountant or possess a post graduate degree in Project Management/Development//Investment/Credit/Fund Management/Finance/Business Administration/Economics from an Institution of International repute/recognition (higher professional degree would be added advantage)
- Minimum of 15 years of practical experience in core credit operations, with at least five (5) years in credit and fund management operations at supervisory level,
- have excellent understanding of the developmental needs of the SAARC region and be up to date with latest developments in the economic, infrastructure and financial sector
- Preference will be given to those with experience in development activities at the field level combined with certain number of years in a financial institution.
- He/she should be between 40-50 years of age, and be a bona fide citizen of a SAARC Member State i.e. Afghanistan, Bangladesh, Bhutan, India, Nepal, Maldives, Pakistan, and Sri Lanka.

**(c) Remuneration:**

- net (tax free) monthly salary of US\$ 4,265 per month
- accommodation entitlement up to maximum rental ceiling of US\$ 700 per month
- education allowance for two children up to class 12 or equivalent
- Medical reimbursements for self and family
- One time furnishing/ settlement allowance of US\$ 3,000,
- Home leave passage for self & family once in 18 months and other admissible joining expenses reimbursements.
- Duty free purchase/import privileges in Bhutan.

### **3. Assistant Director, Internal Audit**

**(a) Job responsibilities:**

- Assist the CEO to manage the secretariat's internal audit program, including reporting to the CEO on audit findings and progress with the implementation of audit recommendations.
- Strictly follow guidelines and inputs provided by the Finance and Audit Committee of SDF.
- Propose and implement the strategy of the internal audit department, developing, managing and implementing the Agency's internal audit strategy, including the annual audit plan and budget in alignment with the strategy of SDF.
- Audit operation risk management system and the approach to evaluate risks and suggest ways to improve effectiveness of risk management control and governance processes
- Suggest ways to bring about continuous improvement in enterprise risk management, controls and risk awareness
- Audit and recommend wherever necessary a continuous self-checking environment mechanism and carry out the internal audit (including concurrent audit) of financial and operational aspects

of the Funds as per the approved audit plan, audit SDF funded projects as per the approved audit plan and International Standards for Professional Practice of Internal Auditing, detect deviations from established controls and track managements corrective action

- Work closely and communicate with all departments/divisions, exchange information and ensure consistent service delivery and managing the distribution and reporting on progress with internal and external audit recommendations
- Briefing the CEO and the Board's Audit and Risk Committee on reporting, budgeting and compliance issues; and coordinating and liaising with internal and external stakeholders.
- Remain up to date with developments in internal auditing profession
- Develop and oversee the implementation of department policies, processes and procedures covering all areas of IA department so that all relevant procedural/legislative requirements are fulfilled while delivering a quality, cost-effective service to internal stake-holders.

*S/he shall report to the FAC and carry out any other responsibilities assigned by the CEO.*

**(b) Qualification, Skills and experience required:** Interested candidates must

- Certified Chartered Accountant or post graduate degree in Internal Audit, risk management, finance, accounting or economics from an institution of international repute/recognition.
- a minimum of 10 years of practical experience of auditing in a financial institution and / or international audit firm
- knowledge and understanding of professional standards and tools relevant to the field (iv) be between 30-40 years of age, and
- must be a bona-fide citizen of a SAARC Member State i.e. Afghanistan, Bangladesh, Bhutan, India, Nepal, Maldives, Pakistan, and Sri Lanka.
- Strong written and spoken communication skills in English. Preference will be given to candidates with Chartered Accountancy qualification.

**(c) Remuneration:**

- net (tax free) monthly salary of US\$ 2,600 per month
- accommodation entitlement up to maximum rental ceiling of US\$ 475 per month
- education allowance for two children up to class 12 or equivalent
- Medical reimbursements for self and family
- One time furnishing/ settlement allowance of US\$ 2,000,
- Home leave passage for self & family once in 18 months and other admissible joining expenses reimbursements.
- Duty free purchase/import privileges in Bhutan.

#### **4. Assistant Director, Monitoring & Evaluation**

**(a) Job responsibilities:**

- Set up and manage a robust Monitoring & Evaluation system in SDF.
- Define document and manage SDF's M&E System.
- Conduct ongoing monitoring and supervision of the SDF funded projects.

- To support the development and implementation of appropriate monitoring processes and systems
- Maintain awareness of and support the development of monitoring processes and systems
- Collate feedback and learning to support the development and regular review Projects for SAARC countries and monitoring processes and systems within SAARC.
- Support the development of M&E system as a tool for effective monitoring for all programmes and projects
- Develop and maintain monitoring schedules for countries for all programmes and projects
- Set up reminders and prompt project personnel to submit monitoring reports against schedules set for all projects and programmes
- Collate and evaluate monitoring feedback and data to enable effective quality improvement across Projects
- To support the effective communication of monitoring and evaluation information
- Support the collation of appropriate monitoring information for incorporation in reports to management
- Provide regular feedback and reports to the Director on the status of monitoring on all SDF programmes and projects
- Support the work of the projects team, by providing information in agreed formats in a timely manner
- To collate and write evaluation reports in a timely manner

***Report to CEO and carry out any other responsibilities assigned by him.***

**(b) Qualification, skills and experience required:** Interested candidates must:

- Have a Post graduate degree in Project Management/Development/Business /Economics from an institution of International repute/recognition (higher professional degree would be added advantage)
- Minimum of 10 years of practical experience in project monitoring & evaluation;
- be between 30-40 years of age
- Must be a bona-fide citizen of a SAARC Member State i.e. Afghanistan, Bangladesh, Bhutan, India, Nepal, Maldives, Pakistan, and Sri Lanka and
- Strong written and spoken communication skills in English.

**(c) Remuneration:**

- net (tax free) monthly salary of US\$ 2,600 per month
- accommodation entitlement up to maximum rental ceiling of US\$ 475 per month
- education allowance for two children up to class 12 or equivalent
- Medical reimbursements for self and family
- One time furnishing/ settlement allowance of US\$ 2,000,
- Home leave passage for self & family once in 18 months and other admissible joining expenses reimbursements.
- Duty free purchase/import privileges in Bhutan.

## **5. Executive Secretary to the Chief Executive Officer (GSS -1)**

### **(a) Job responsibilities:**

- Performs all executive secretarial tasks for the CEO including transcribing and proofreading confidential correspondence, preparing reports and minutes of meetings related to Secretariat's administration, scheduling appointments and maintaining confidential files and other material essential for use by the CEO.
- Independently handling communication from CEO's Office
- Maintain calendar of appointments for the CEO, ensuring the CEO is apprised of all appointments and changes as well as matters requiring immediate attention;
- Uses automated office systems to prepare letters, memoranda and reports;
- Screens complaints and inquiries from employees, public officials, the press and the general public addressed to the CEO; gathers appropriate material from the CEO and other administrative staff to respond to routine inquiries and routes more complex inquiries along with support documentation to department staff as appropriate;
- Opens and screens mail addressed to the CEO, routes other mail with background material as necessary;
- Maintains all files for the CEO, ensuring that material is properly marked and accessible for immediate use
- Maintains files of all minutes taken at committee meetings for future references;
- Coordinates all travel arrangements for the CEO

*Report to CEO and carry out any other responsibilities assigned by him.*

### **Qualification, Skills and experience required:**

- Must possess a minimum of bachelors' degree in Project Management/Development/ Economics/ English/ Commerce/ and/ or business management.
- Minimum of 6 years of work experience.
- Prior experience working with the any other international institutions with would be desirable (iii) be between 25-35 years of age
- must be a bona-fide citizen of a SAARC Member State i.e. Afghanistan, Bangladesh, Bhutan, India, Nepal, Maldives, Pakistan, and Sri Lanka and
- strong spoken and written communication skill in English.

### **(c) Remuneration:**

- net (tax free) monthly salary of US\$ 1,548 per month
- accommodation entitlement up to maximum rental ceiling of US\$ 350 per month
- education allowance for two children up to class 12 or equivalent
- Medical reimbursements for self and family
- Home leave passage for self & family once in 24 months and other admissible joining expenses reimbursements.
- Duty free purchase/import privileges in Bhutan.