

SAARC AGRICULTURE CENTRE (SAC)
BARC Complex, Farmgate, New Airport Road
Dhaka-1215, Bangladesh

APPLICATION FORM

Name of the post _____

INSTRUCTION: Please fill up the form completely and clearly. Type or print in ink. If needed, additional pages may be attached. Be sure to sign and date the form.	Affix Photograph						
1. Name (As per certificate):							
2. Present Address:							
3. Mailing Address (If separate from present address):							
4. Permanent Address:							
5. A) Place of Birth:							
5. B) Date of Birth	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 2px;">Day</td> <td style="width: 33%; padding: 2px;">Month</td> <td style="width: 33%; padding: 2px;">Year</td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> </tr> </table>	Day	Month	Year			
Day	Month	Year					
5. C) Age as on.....	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 2px;">Day</td> <td style="width: 33%; padding: 2px;">Month</td> <td style="width: 33%; padding: 2px;">Year</td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> </tr> </table>	Day	Month	Year			
Day	Month	Year					
6. (A) Citizenship at Birth:	6 (B) Present Citizenship:						
7. Sex (Check):							
<input type="checkbox"/> Male	<input type="checkbox"/> Female						
8. Marital Status (Check):							
<input type="checkbox"/> Married	<input type="checkbox"/> Single	<input type="checkbox"/> Widowed	<input type="checkbox"/> Divorced	<input type="checkbox"/> Separated			

9. List of dependent(s)		
Name	Date of Birth	Relationship

10. Have you taken up legal residence status in any country other than that of your nationality?

 Yes

 No

If "Yes", which country?

11. Have you taken any legal steps towards changing your present nationality?

 Yes

 No

If "Yes", explain why?

.....

12. Educational background: Furnish details starting from last Degree (Enclose true copies of supporting documents):

Name of Institution and Place	Degree/Diploma / Certificate	Year	Main subject(s)

13. State your professional competence in the post applied for (Not more than 150 words, please enclose supporting documents, if any):

14. Language proficiency [Please tick (✓) in the appropriate box. Also enclose certificate if there be any]:

	Read			Write			Speak		
	Excellent	Good	Fair	Excellent	Good	Fair	Excellent	Good	Fair
English									
Others:									

15. 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 in 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.

A:

Dates		Salaries per annum (Excl. Allowances)		Exact title of your post
		Starting	Present	
From	To			
...../...../...../...../.....			
Name of Supervisor				
Name & address of Employer		Net Salary	Number & kind of employees supervised by you: Professional - Other support staff -	
Description of your work:				

B:

Dates		Salaries per annum (Excl. Allowances)		Exact title of your post
		Starting	Present	
From	To			
...../...../...../...../.....			
Name of Supervisor				
Name & address of Employer		Total salary	Number & kind of employees supervised by you: Professional - Other support staff -	
Description of your work:				

C:

Dates		Salaries per annum (Excl. Allowances)		Exact title of your post
		Starting	Present	
From	To			
...../...../...../...../.....			
Name of Supervisor				
Name & address of Employer		Total Tax	Number & kind of employees supervised by you: Professional - Other support staff -	
Description of your work:				

D:

Dates		Salaries per annum (Excl. Allowances)		Exact title of your post
		Starting	Present	
From	To			
...../...../...../...../.....			
Name of Supervisor				
Name & address of Employer		Total Tax	Number & kind of employees supervised by you: Professional - Other support staff -	
Description of your work:				

16. List of Professional publications & reports (Please attach separate sheets, if required):

17. List of Membership in professional bodies (please attach separate sheet, if required):

Sl. No.	Descriptions

18. Have you any objections to making inquire of your present / last employer?

 Yes No

19. References: List three persons not related to you who are familiar with your character and qualifications.

Full Name	Full Address with telephone no.

20. Legal convictions (include all convictions other than those for minor violations like road traffic). Please state last first.

Charge	Date	Where	Conviction

21. State any other relevant facts. Include information regarding any residence or prolonged travel abroad, giving dates, areas, purposes, etc.

22. Please state any disabilities or any disease etc. which might limit you field of work (Final appointment will be subject to physical examination).

I certify that the statements made by me in the foregoing items are true, complete, and correct to the best of my knowledge and belief. I understand that any false statements or any required information withheld from this form may provide grounds for the withdrawal of any offer of appointment or dismissal.

Date: _____

Signature:

Your application for employment, if found useful to our overall programme, will be retained on our roster for a maximum period of 12 months.

Recommendation of the candidate's employer:

I do hereby certify that Dr. /Mr. /Ms. /Mrs. _____

_____ of _____

_____ shall be released on deputation to join the SAARC Agriculture Centre (SAC), Dhaka, Bangladesh as per stipulated date if he/she is appointed as

Date: _____

Signature: _____

Name: _____

Address: _____

Officer Seal

Recommendation of the concerned Ministry:

I do hereby certify that Dr. /Mr. /Ms. /Mrs. _____

_____ of the Ministry of _____

_____ shall be released on deputation to join the SAARC Agriculture Centre (SAC), Dhaka, Bangladesh as per stipulated date if he/she is appointed as

Date: _____

Signature: _____

Name: _____

Address: _____

Officer Seal

SAARC Agriculture Centre (SAC)
BARC Complex, New Airport Road
Farmgate, Dhaka – 1215, Bangladesh

VACANCY ANNOUNCEMENT (2016)

Professional Position under SAARC Agriculture Centre (SAC)

A. Post	:	Senior Program Specialist (Livestock)
Age	:	Not more than 55 (Fifty five) years.
Duty Station	:	Dhaka, Bangladesh
Closing Date	:	30 November 2016
Date of Joining	:	Sixty (60) days from the date of issue of offer letter.
Duration	:	3 years

Qualification and Experience:

PhD in Animal farming / Veterinary discipline specialization in related areas with 12 years experience or Masters with good academic record in the above disciplines with 15 years experience.

Professional Competence:

Person should be specialized in program/project development in the area of animal production and management, Value addition, implementation, monitoring and impact analysis of the program/projects and in report preparation and presentation.

Clear understanding on the regional and global context, SPS, GMP (Good Management Practice) matters, hazard analysis and technology packaging is essential.

Proven capabilities is initiating international linkages and securing funding and collaborative projects.

Brief Job Description:

As a senior member of the divisional team, should be able to perform and initiate program/activities in the area of livestock farming in particular and broadly in other related areas to accomplish the responsibility of the division. These are, but not limited to; need analysis and prioritization of regional requirements (also country), develop collaborative programs in the area of animal production and related issues, GMP (Good Management Practices), SPS and environmental aspects, trade, R&D, conservation of resources, food and nutrition security and value addition.

Ability to translate regional priority issues into implementable programs.

Prepare program profile, work plan, status report, monitoring and evaluation report, progress report, working papers, annual report and others as and when required.

Involve in publication of necessary reports, policy input etc. on timely basis.

Provide necessary support and cooperation to other divisions of the Centre for successful implementation of the program/ activities of the Centre.

Assist the Director of the Centre.

Allowances, facilities and benefit:

The sending government shall protect the salary and meet the cost of transfer passages for his/her family including personal effects. In addition he/she will receive from the SAIC the following allowances:

1.	Living Allowance	US \$ 994.00 (US Dollar Nine Hundred Ninety Four) only per month (50 % US Dollar & 50 % Taka).
2.	Daily Allowance in lieu of House rent allowance	In the absence of residential accommodation on first arrival per diem in lieu of house rent allowance @ US Dollar 150. 00 (One hundred and Fifty dollar) per day up to a maximum of 21 days for hotel accommodation. An accompanying spouse and up to two of the dependent children below the age of 21 years will get 50 per cent of Daily Allowance. The daily Allowance applicable for SAARC capitals are at Appendix- A. The Regional Centers shall try to find and finalize lease deed for suitable accommodation within this period of time. In case a suitable accommodation is not available within this period, the actual cost of hotel accommodation may be reimbursed to the professional staff subject to his /her entitled rental ceiling. (Not applicable for professionals from Bangladesh).
3.	Residential Accommodation	Professional Staff of the Regional Centre's are presently entitled to unfurnished accommodation within the rental ceiling of US \$ 569.00 (US Dollar Five Hundred and Sixty Nine) only in equivalent local currency of Taka per month.
4.	Furniture Grant	The Professional Staff shall be entitled to a one time lump-sum furnishing/settlement grant of US \$ 2,000.00 (US Dollar Two Thousand) only.
5.	Children's Education Allowance	Professional Staff shall be entitled to reimbursement of 90% of school Tuition Fees including Admission, Registration and other compulsory charges subject to an annual ceiling of US\$ 1,500.00 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 on presentation of actual receipt.
6.	Medical Allowance	Professional staff shall be entitled to reimbursement of actual expenses on medical treatment for self, spouse and dependent children subject to an annual ceiling of US \$ 1,500.00 including 80% reimbursement of hospitalization charges. No reimbursement shall be made for medicines purchased without doctor's prescription and on optical frames/glasses/lenses, dental treatments like- dentures, scaling, and surgeries for the purposes of beautification, health care products and health foods.
7.	Home Leave Allowance	Professional Staff shall be entitled to Home Leave Passage for Economy class for self, spouse and two dependent children once in their tenure and only after completing 18 months of continuous service. No daily allowance or any expenditure on account of stop - overs and transfer charges from and to airport shall be entitled.
8.	Other(s)	All other entitlements will be born as per SAARC Harmonize rules.

Other requirements:

1. Clear understanding on the regional and global context is essential.
2. Should be able to work in a mixed culture and in a team.
3. Should have proven background and proficiency in written as well as communicative English.
4. Competence in computer use is required and to be able to work independently and to produce result oriented quality output.
5. Assist the Director in all activities and carry out assignments.
6. Any other responsibility relevant to the Centre programs.

General Information:

Preference will be given to persons having work experience in related field as well as in the National Agricultural Research System (NARS)/ Extension service.

Must obtain minimum 2nd class/ division in all stages of academic records.

Age may be relaxed in case of extra ordinary qualification and or regional representative but not exceeding 60 years.

Applications in prescribed form (available at the SAARC Division of Foreign / External Affairs Ministry of SAARC Member Countries and also at the SAC web site: www.sac.org.bd) duly filled in by the applicant and recommended by the competent authorities should reach the Director, SAARC Agriculture Centre (SAC), Farmgate, Dhaka - 1215, Bangladesh through ministry of foreign/external affairs of the respective member countries not later than **30 November 2016**.