

VACANCY ANNOUNCEMENT (2025) – SAARC Agriculture Centre (SAC)

A. Post :	Senior Program Specialist (Priority Setting & Program Development)
Age :	Not more than 55 (Fifty-five) years.
Duty Station :	Dhaka, Bangladesh
Closing Date :	20th April 2025
Date of Joining :	Sixty (60) days from the date of issue of offer letter
Duration :	3 years

Qualification and Experience:

PhD in Agricultural Economics / Economics / Development Studies 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 policy planning, priority setting, program/project evaluation, implementation, monitoring and impact analysis of the program /projects and in report preparation and presentation.

Skills in program monitoring and impact assessment will be an additional qualification.

Brief Job Description:

As a senior member of the division, he/she should be able to perform and initiate programs/activities in the area of policy issues in agriculture and related fields and analyze the impact of those executed programs/activities.

Accomplish the divisional responsibility through building partnership in different fields of agriculture including material, knowledge and technology transfer.

Implement the concept of lead country/agency-based program development and leading in international forum on issues of regional interest.

Timely publication of reports, papers, books, policy brief and any other relevant documents as and when assigned by the competent authority.

B. Post :

Senior Program Specialist (Fisheries)

Age :	Not more than 55 (Fifty-five) years.
Duty Station :	Dhaka, Bangladesh
Closing Date :	20th April 2025
Date of Joining :	Sixty (60) days from the date of issue of offer letter
Duration :	3 years

Qualification and Experience:

PhD in Fisheries/Aquaculture discipline and specialization in related areas with 12 years experiences or Masters with good academic record in Fisheries/Aquaculture/Zoology with 15 years experiences in fisheries.

Professional Competence:

Person should be specialized in program/project development in the area of fisheries /aquaculture, implementation, monitoring and impact analysis of the program/projects and in report preparation and presentation.

Clear understanding on the regional and global context, Seafood Processing Standard (SPS), Good Manufacturing Practices (GMP) matters, hazard analysis and technology packaging is essential.

Brief Job Description:

As a senior member of the divisional team, the candidate should perform and initiate program/activities in the area of fisheries/ aquafarming 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 and member states requirements, develop collaborative programs in the area of fisheries/ aquafarming and related issues, GMP, 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 brief etc. on timely basis. Provide necessary support and cooperation to other themes of the Centre for successful implementation of the program/ activities of the Centre.

Assist the Director of the Centre as necessity in programs and other issues.

Allowances, facilities and benefits:

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 the following allowances from SAC:

1. Living Allowance	US \$ 1,225.00 (US Dollar One Thousand Two Hundred Twenty-five) 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 for professional staff at SAARC Agriculture Centre, Dhaka, Bangladesh is US Dollar 150.00 (One hundred and Fifty dollar) per day. 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 will be reimbursed to the professional staff subject to his /her entitled rental ceiling. <i>(Not applicable for professionals from Bangladesh).</i>
3. Residential Accommodation	Professional Staff of the Regional Centre's are presently entitled to unfurnished accommodation within the rental ceiling of US \$ 637.00 (US Dollar Six Hundred and Thirty- seven) only in equivalent local currency of Taka per month.
4. Furniture Grant	The Professional Staff shall be entitled for 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 – over and transfer charges from and to airport shall be entitled.
8. Other(s)	All other entitlements will be born as per SAARC Harmonize rules.

Common 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 assigned by the Director

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/donor agencies.

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

Age and qualification may be relaxed for highly deserving candidates.

Application 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 with recommendation by the competent authorities should reach to the Director, SAARC Agriculture Centre (SAC), BARC Complex, Farmgate, Dhaka – 1215.

The closing date for receipt of applications (hard/soft copy) at SAARC Agriculture Centre (SAC) shall be **10th April 2025** for advance copy and **20th April 2025** for proper channel copy. The application(s) not received in SAC by the above prescribed closing date(s) shall be summarily rejected, without any notice. A candidate, who anticipates delay in forwarding of his /her application by his/her employer, may send 'Advance Copy' of application(s) to the SAC by the said closing date.

However, while sending the 'Advance Copy' of application(s) directly to the SAC by the closing date, the candidate should append a certificate in his/her advance copy of application indicating clearly therein that he/she has intimated his/her controlling authority/employer of the same and has also simultaneously submitted original application for the said post to his/her controlling authority/ employer with a request to forward the same as application "Through Proper Channel" so as to reach SAC office positively within **10 days** after the closing date, i.e., by **30th April 2025**, otherwise it would be summarily rejected without any notice.

[Download Application Form](#)