



SAARC

SAARC Development Fund

## Vacancy Announcement

Applications for the following positions are invited from the Nationals of SAARC Member States for appointment at the SAARC Development Fund Secretariat, the umbrella financial institution of the SAARC, which is located in Thimphu, Bhutan:

- **Director, Social Window**
- **Director, Economic & Infrastructure Windows**

The Job Description and Application Form for the above-mentioned positions are available on SDF website <http://www.sdfsec.org/career>. Application Form, CV, copies of educational and experience certificates should be sent by email to [admin@sdfsec.org](mailto:admin@sdfsec.org) latest by May 20, 2024.



### **Vacancy Announcement**

Job Type	: Professional/Regional Recruits
Position	: Director, Social Window
Agency	: SAARC Development Fund Secretariat, Thimphu, Bhutan
Term of Service	: For three years; extendable for a non-renewable period of another three years under exceptional circumstances
Place of posting	: Thimphu, Bhutan.

The SDF Secretariat, hereby, announces vacancy for the position of Director, Social Window for a three (3) year term, extendable for a non-renewable period of another three years under exceptional circumstances.

#### **a. Job responsibilities:**

- Seeking, preparing, developing, appraising and implementing 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.
- Providing guidance/inputs and recommendations to the Chief Executive Officer on project selection based on social, financial and managerial aspects of the proposed project.
- Ensuring realization of defined objectives of the approved Social Window projects and the end-use of funds through proper implementation.
- Instituting best practices and approach for Social Window projects.
- Acting 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.
- Project e-management system, portfolio management, virtual project management/development and closing procedures.
- Ensuring that the fund operates under sound banking principles.
- Ensuring that the funds accounts are maintained in accordance with International Accounting standards.
- Leading the team and instilling a culture based on professionalism, fairness, efficiency and accountability.
- Reporting to the CEO and carrying out any other responsibilities assigned by the CEO.



**b. Qualification, Skills and experience required:**

- i) Interested candidates must
  - Possess a post graduate degree in Finance/Business Administration/Social field from an institution of international repute/recognition (higher professional degree would be an added advantage).
  - Have minimum fifteen (15) years of 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
- ii) Preference will be given to those with experience in development activities at the field level.
- iii) The candidates must be between 40-50 years of age, and be a bona fide citizen of a SAARC Member State.

**c. Remuneration:**

- Net (tax free) monthly salary of US\$ 4,691.50 per month (as approved by the Board)
- Accommodation entitlement up to a 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.

Interested candidates are requested to electronically apply with CV, Employment Form and relevant documents to Officer-in-Charge, SAARC Development Fund at [admin@sdfsec.org](mailto:admin@sdfsec.org).



### **Vacancy Announcement**

Job Type	: Professional/Regional Recruits
Position	: Director, Economic & Infrastructure Window
Agency	: SAARC Development Fund Secretariat, Thimphu, Bhutan
Term of Service	: For three years; extendable for a non-renewable period of another three years under exceptional circumstances
Place of posting	: Thimphu, Bhutan.

The SDF Secretariat, hereby, announces vacancy for the position of Director, Economic & Infrastructure Window for a three (3) year term, extendable for a non-renewable period of another three years under exceptional circumstances.

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

- Project Initiation, identification of bankable projects & conception, planning, scrutinizing, projects management 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 fulfilment of the SDF Charter.
- Formulation of strategies & action plan for Economic & Infrastructure (E&I) windows in consultation with CEO.
- Actively seeking and soliciting 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 approvals of CEO & Board and; monitoring the implementation of projects.
- Mobilization of funds for Economic and Infrastructure projects under the guidance of CEO.
- Project execution, documentation and monitoring all aspects of project management.
- Responsible for project e-management systems, portfolio management, virtual Project Management/Development/ and closing procedures.
- Preparing reports on projects periodically.
- Providing advice, inputs and recommendations to the Chief Executive Officer including proposed pricing structure to be adopted by SDF pertaining to sovereign,



non-sovereign and concessional loans on project selection based on technical and commercial viability of the project including economic, infrastructure, financial and managerial aspects of the proposed project.

- Management of credit / risk & investment.
- Instituting best practices and approach using international ISO standards for E&I Windows projects.
- Setting up the credit business of SDF and, in particular, ensuring effective management of the two investment windows namely Economic and Infrastructure Windows of the Fund.
- Documenting and updating the Credit policy including limits, SDF Pricing, risk policy, project loans, credit guarantees, term sheets, the funding strategy for SDF.
- Initiating discussions with reputed Rating Agencies for rating of SDF and explore different models to achieve SDF objectives for funding projects.
- Working on fundraising opportunities from MDBs & strategies to be structured for raising funds from capital market.
- Exploring the possibility of co-financing of projects in collaboration with national, MDBs, regional organizations to maximize development impact in keeping with Section 10(1)(vi) of the SDF charter.
- Liaising & coordinating with target institutions & stakeholders in SAARC Member States under guidance of CEO.
- Preparing comparative summary on findings in comparison to MDBs, IFIs and regional banks on terms & conditions of funding mechanism.
- Developing policies and procedures along with the systems creation for project financing.
- Reporting to the CEO and carrying out any other responsibilities assigned by the CEO.

**(b) Qualification, Skills and experience required:**

**i) Interested candidates must**

- Be 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 National & International repute/recognition (higher professional degree would be an added advantage).
- Have minimum 15 years of post-qualification practical experience in core credit operations, with at least five (5) years in project financing and fund management at regional 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.

ii) 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.

iii) The candidates must be between 40-50 years of age, and be a bona fide citizen of a SAARC Member State.

**(c) Remuneration:**

- Net (tax free) monthly salary of US\$ 4,691.50 per month (as approved by the Board)
- Accommodation entitlement up to a 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,
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Interested candidates are requested to electronically apply with CV, Employment Form and relevant documents to Officer-in-Charge, SAARC Development Fund at [admin@sdfsec.org](mailto:admin@sdfsec.org).



**SAARC Development Fund Secretariat**  
3<sup>rd</sup> Floor BDBL Building  
Norzin Lam  
Thimpu 11001  
Bhutan

**Application Form for Professional Staff**

**Position applied for:**

1. Name (As per Certificates)

2. Present Address

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3. Mailing Address (If different from the present address)

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4. Permanent Address

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5. Email Id: .....\_Cell No. \_\_\_\_\_

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6. (a) Place of Birth

(b) Date of Birth

\_\_\_\_\_  
Day      Month      Year

7. ☐ a) Citizenship at Birth (b) ☐ Citizenship of any country other than the country of birth

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8. Gender (Please check one):

☐ Male

☐ Female

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9. Marital Status (Please check one):

☐ Married ☐ Single ☐ Widowed ☐ Divorced ☐ Separated

10. Do you have any dependents? ☐ Yes ☐ No

In case, answer is “Yes”, please provide the following information:

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Name	Date of Birth	Relationship

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

☐ Yes ☐ No

In case, answer is “Yes”, which country:

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

☐ Yes ☐ No

If answer is “Yes”, please provide details:

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13. Academic Qualifications (Please furnish details):

A. General Education: University/College Level

Name and Place of Institution	Degree/Diploma	Year	Major Subject(s)




B. Professional/Computer Education

Name and Place of Institution	Degree/Diploma	Year	Fields of study

14. State your professional competence in the related field.

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15. Language Proficiency (Please check appropriate columns)

Language	Read			Write			Speak		
	Excellent	Good	Fair	Excellent	Good	Fair	Excellent	Good	Fair

16. Professional Experience

A. Experience related to the Job Description

Name & address of the organization	Position	Period	Nature of work

B. Experience in International/Regional Organisation (if any)

Name & address of the organization	Position	Period	Nature of work

17. Member of professional institution(s), if any

18. Author of publications in the relevant field (Please attach or quote reference(s) of Journal(s), Book(s), etc.)

19. Employment Record (Starting with your present or most recent position. List every employment position during the last fifteen years and any significant experience not included in that period which, you believe, may be helpful in evaluating your record. Use a separate block for each position. Use additional sheets of paper, if required.):

A. Exact title of position	Period		Monthly Salary*		
	From	To	Starting	Present	Allowances

\* Indicate the currency of the salary

Name of Supervisor	Number and kind of employees supervised by you	Duty Station

Name and Address of Employer

Description of your work

Reason(s) for leaving, if applicable.

B. Exact title of position	Period		Monthly Salary*		
	From	To	Starting	Present	Allowances

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\* Indicate currency of the salary

Name of Supervisor	Number and kind of employees supervised by you	Duty Station
	1. Program Coordinator	Dhaka

Name and Address of Employer

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Description of your work

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Reason(s) for leaving, if applicable.

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C. Exact title of position	Period		Monthly Salary*		
	From	To	Starting	Present	Allowances

\* Indicate currency of the salary

Name of Supervisor	Number and kind of employees supervised by you	Duty Station

Name and Address of Employer

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Description of your work

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Reason(s) for leaving, if applicable.

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20. Do you have you any objection to our making inquiries with your present employer?

☐ Yes

☐ No

21. References (List three persons not related to you who are familiar with your character and qualifications.)

Full Name	Postal & email addresses	Occupation

22. Legal Convictions (include all convictions other than those for minor violations of road traffic rules and regulations.

Charge	Date	Where tried	Conviction

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23. Please state information regarding any residence or prolonged travel abroad, providing dates, areas, purposes, etc.

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24. Please state any disabilities which might limit your field work.

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I certify that the statements made by me in this Application form are true, complete and correct to the best of my knowledge and belief. I understand that any false statement or any required information withheld in this document may provide grounds for the withdrawal of any offer of appointment or dismissal, even if an appointment has already been made and accepted.

Date: \_\_\_\_\_  
*dd month yyyy*

Signature: \_\_\_\_\_

**INSTRUCTIONS:** Please fill up this Application Form completely and clearly either handwritten or typed and send scan copies through email at [admin@sdfsec.org](mailto:admin@sdfsec.org). If required, additional pages may be used. Be sure to post your signature and date on this Form.