



SAARC ARBITRATION COUNCIL

VACANCY ANNOUNCEMENT

SAARC Arbitration Council (SARCO), a Specialized Body of the Governments of South Asian Association for Regional Cooperation (SAARC) having its Secretariat at Islamabad-Pakistan, is looking for the following Professional category position on contract basis from the nationals of SAARC Member States as per the following criteria:

Designation	Place of Work	Qualification	Skills & Expertise
Assistant Director (Law)	Islamabad, Pakistan	Bachelor degree in Law from a recognized university. Master degree in Law will be added qualification.	A minimum of 05 years Professional experience. Preference will be given to the candidates with first-hand experience regarding Arbitration & Conciliation proceedings and Arbitral Tribunals.

ALLOWANCES, FACILITIES AND BENEFIT ENTITLED FROM SARCO:

1.	Living Allowance	US\$ 1253.00 (US Dollar One Thousand two hundred and fifty three) per month (50 % US Dollar & 50 % PKR).
2.	Daily Allowance in lieu of House rent allowance (On first arrival for Non-Pakistani nationals)	In the absence of residential accommodation on first arrival per diem of USD 160. 00 per day will be paid in lieu of house rent allowance 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 be paid 50 per cent of Daily Allowance during this period.
3.	Residential Accommodation	Unfurnished accommodation within the rental ceiling of US\$ 708.00 (US Dollar Seven Hundred and eight) in equivalent local currency of PKR per month.
4.	Furnishing Grant	One time lump-sum furnishing/settlement grant of US \$ 2,000.00 on arrival.
5.	Children's Education Allowance	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 4 to 21 years i.e. children up to Grade

		XII / A-Level on presentation of actual receipts.
6.	Medical Allowance	Reimbursement of actual expenses on medical treatment for self, spouse and dependent children subject to an annual ceiling of US \$ 1,500.00.
7.	Home Leave Allowance	Home Leave Passage for Economy class for self, spouse and two dependent children once in their tenure after completing 18 months of continuous service.

BENEFITS ENTITLED FROM NOMINATING GOVERNMENT:

Government employees if nominated/deputed through the Ministry of Foreign/External Affairs of the Member States, will be entitled to continue to receive salaries/allowances from the nominating Government along with joining cost & returning passage for himself & family.

COMMON REQUIREMENTS:

- Clear understanding of ADR on the regional and global context is essential.
- Should be able to work in a mixed culture and in a team.
- Should have proven background and proficiency in written as well as communicative English.
- Competence in computer use is required and to be able to work independently and to produce result oriented quality output.
- Assist the Director General and the Deputy Director in all activities and carry out the assignments.
- Unblemished work record.

GENERAL INFORMATION:

- Tenure of the service is 03 years (extended able for a further period of 03 years)
- Maximum age limit is 45 years (Age may be relaxed in case of extra ordinary qualification and or regional representative but not exceeding 50 years).
- Only short-listed candidates will be called for interview.
- Joining date will be from 1st July 2018.
- All correspondence in this regard will be made through email and telephone only.
- Scanned copy of the applications containing valid email ID/address and contact telephone number along with all attested academic, experience, character certificates and passport copies in **pdf format** should reach the Director General, SAARC Arbitration Council (SARCO), by email on info@sarco.org.pk with a copy to dirind@saarc-sec.org not later than **28th February 2018**.

**The Director General,
SAARC Arbitration Council, Islamabad-Pakistan (Tel: 0092 51 9266358),
www.sarco.org.pk**