



## SAARC ENERGY CENTRE ISLAMABAD

### Vacancy Announcement

Applications for the following positions are invited from the Nationals of SAARC Member States (Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan, and Sri Lanka) for appointment at the SAARC Energy Centre, Islamabad.

Sr. No	Description
1	Programme Leader (Energy Trade)
2	Research Fellow (Energy, Transport & Environment)
3	Research Fellow (Power)

Applications should be sent by e-mail to [jobs@saarcenergy.org](mailto:jobs@saarcenergy.org) with CC at [info@saarcenergy.org](mailto:info@saarcenergy.org) along with scanned copies of testimonials by **31<sup>st</sup> May 2017**.

In case of applicants from public sector, an additional hard copy of their filled application, duly forwarded through respective Government's Ministry of Foreign Affairs / External Affairs, should reach through post at the following address.

**DIRECTOR**  
SAARC Energy Centre  
H. No. 697, St. No. 43, NPF,  
Sector E-11/4, Islamabad.  
Ph: 051-2228804, Fax: 051-2221937



**South Asian Association for Regional Cooperation (SAARC)  
SAARC ENERGY CENTRE (SEC)**

House No. 697, Street 43, E-11/4  
National Police Foundation  
Islamabad – Pakistan

**Application Form for Professional Staff**

**Position applied for:** \_\_\_\_\_

1. Name (as per certificates)

\_\_\_\_\_

2. Present Postal Address

\_\_\_\_\_

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

\_\_\_\_\_

4. Permanent Postal Address

\_\_\_\_\_

5. Email Id: \_\_\_\_\_

Cell No. \_\_\_\_\_

6. (a) Place of Birth

(b) Date of Birth

\_\_\_\_\_  
Day      Month      Year

7. (a) Citizenship at Birth

(b) Present Citizenship

8. Gender (Please check one):

Male

Female

9. Marital Status (Please check one):

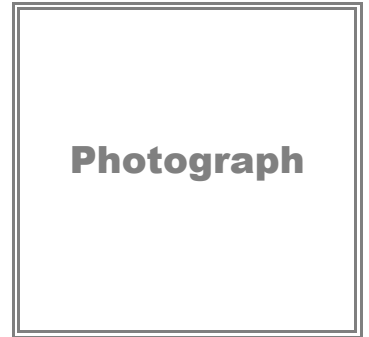
Married

Single

Widowed

Divorced

Separated



**Photograph**

---

10. Do you have any dependants?  Yes  No

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

Name	Date of Birth	Relationship

---

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:

---

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

Yes  No

If answer is “Yes”, please provide details:

---

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 Training

Name and Place of Institution	Degree/Diploma	Year	Training Area

14. State your professional competence in the field of Energy and Environment

15. Language Proficiency (Please check appropriate columns)

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

16. Working Experience

A. Experience in energy related assignments

Name & address of the organisation	Position	Period	Nature of work

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

Name & address of the organisation	Position	Period	Nature of work

17. Member of professional institution(s) and relevant activities

---

---

---

---

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 ten 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 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

\* Indicate 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.

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

Description of your work

Reason(s) for leaving, if applicable.

20. Do you have any objections in 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

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

---

24. Please state any disabilities which might limit your field work (final appointment is subject to physical examination).

---

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 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. Type or print in ink and dispatch through proper channel. If required, additional pages may be used. Be sure to post your signature and date on this Form.



**CERTIFICATE FROM THE CANDIDATE'S EMPLOYER**

I do hereby certify that Dr./Mr./Ms./Mrs. \_\_\_\_\_

Designation \_\_\_\_\_ Department \_\_\_\_\_

shall be released on deputation to join the SAARC Energy Centre (SEC), Islamabad, Pakistan as  
per stipulated date if he/she is appointed as \_\_\_\_\_

by the SAARC Energy Centre (SEC), Islamabad, Pakistan.

Date: \_\_\_\_\_

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

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
Officer Seal

\_\_\_\_\_  
\_\_\_\_\_

**CERTIFICATE FROM 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 Energy Centre, Islamabad, Pakistan per stipulated date if he/she is appointed as \_\_\_\_\_ by the SAARC Energy Centre (SEC), Islamabad, Pakistan.

Date: \_\_\_\_\_

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

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
Officer Seal

\_\_\_\_\_  
\_\_\_\_\_



**Position: Programme Leader (Energy Trade)**

### **General Instructions; How To Apply**

Application should be sent by e-mail to [jobs@saarcenergy.org](mailto:jobs@saarcenergy.org) with cc at [info@saarcenergy.org](mailto:info@saarcenergy.org), along with scanned copies of testimonials, by **31 May, 2017**.

In case of applicants from public sector, an additional hard copy of their filled application, duly forwarded through respective Government's Ministry of Foreign Affairs / External Affairs, should reach through post at the following address.

SAARC Energy Centre,  
H. No. 697, St. No. 43, NPF  
Sector E-11/4, Islamabad – Pakistan  
Phone: 051-2228804, Fax: 051-2221937

### **Terms Of Reference for Professional Staff**

**Job responsibilities include:**

- Undertake independent, quantitative and qualitative research, and analysis as well as lead a small group of researchers;
- Assist the Director SEC with research proposals and conduct analysis on specific topics pertaining to Energy Trade;
- Interact with relevant regional institutions, policy-makers and professionals and manage stakeholders' engagement processes;
- Communicate effectively with stakeholders;
- Conceive, conceptualize and implement the SEC annual programme activities related to Energy Trade;
- Conceive, launch and monitor special project(s) within the domain of Energy Trade;
- Organize, participate and/or make presentations at workshops and conferences hosted by the SAARC Energy Centre.
- Proactively coordinate the outsourcing of short term research tasks on Energy Trade.
- Any other assignment(s) delegated by Director.



**Academic Qualification and Experience:**

- Bachelor of Engineering in energy related fields. Preference will be given to professionals with relevant higher qualifications.
- Minimum 04 years experience in any energy related national and international organization, dealing with Energy program planning and development. The length of required experience will be reduce for candidates possessing higher academic qualification;
- Maximum age not more than 45 years on the last date of submission of application. Age limit may be relaxed subject to the experience and qualification;
- Ability to do research and lead the team of researchers;
- Strong analytical and synthesis abilities;
- Ability to structure strategic analyses, make recommendations and prepare quality research reports;
- Strong initiative, self- motivation, willingness to learn, lead & deliver and ability to work in a multicultural environment;
- Excellent communication skills in English language (both verbal & written);
- Good skills in common computer softwares (such as Microsoft Office) and IT.

**Terms & Conditions**

**Duty Station**

The selected candidate will be stationed in Islamabad, Pakistan.

**Tenure**

The selected candidate will serve SEC for a period of three years, which may further be extended in exceptional circumstances, to a maximum period not exceeding another three years.

**Allowances, Facilities and Benefits**

As per SAARC harmonized rules, to be considered for the position of Programme Leader (Energy Trade), the applicant should be on deputation and his/her salary will be protected by the sending Government of the Member State. Deputation of officials at Regional Centres will not affect their promotion and seniority prospects in their service at home.



**SAARC ENERGY CENTRE  
ISLAMABAD**

The selected professionals will be eligible for the following allowances/facilities:

#	Allowances/Facilities/Benefits	Details
1.	Living Allowance	Programme Leader (Energy Trade), shall be entitled to living allowance of USD 1,437 (50% in US Dollar & 50% in Pak Rupees) per month.
2.	Residential Accommodation	Programme Leader (Energy Trade) shall be entitled to unfurnished accommodation within the rental ceiling i.e. USD 735 in equivalent local currency. Lease Agreement pertaining to the residence of Programme Leader (Energy Trade), shall be signed by the Centre with the lessor and the payment of House Rent shall be made directly by the Centre to the Lessor.
3.	Furnishing / Settlement Grant	Programme Leader (Energy Trade) shall be entitled to a one time lump-sum furnishing / settlement grant of USD 2,000 on first arrival only.
4.	Children's Education Allowance	Reimbursement of 90 % of school tuition fees, including Admission, Registration and other compulsory charges, subject to an annual ceiling of USD 1,500 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. Reimbursement shall be made on presentation of actual receipt(s) from the concerned educational institutions.
5.	Medical Coverage	Programme Leader (Energy Trade) shall be entitled to reimbursement of actual expenses on medical treatment for self, spouse and dependent children, subject to an annual ceiling of USD 1,500 including 80% reimbursement of hospitalization charges.



**SAARC ENERGY CENTRE  
ISLAMABAD**

#	Allowances/Facilities/Benefits	Details
6.	Home Leave Passage	Programme Leader (Energy Trade) appointed from a Member State other than the host country shall be entitled to return economy class Air Ticket for self, spouse and two children once in 3 years after completion of 18 months of continuous service at the Centre.
7.	Emergency Passage	Programme Leader (Energy Trade) recruited from a Member State other than the host country shall be entitled to emergency passage once in their entire term, in case of death of an immediate family member (spouse, parents, children and spouse's parents) of the official.
8.	Telephone	Programme Leader (Energy Trade) shall be entitled to use telephone at his/her residence, up to USD 20 per month.



**Position: Research Fellow (Energy, Transport & Environment)**

**General Instructions; How To Apply**

Application should be sent by e-mail to [jobs@saarcenergy.org](mailto:jobs@saarcenergy.org) with cc at [info@saarcenergy.org](mailto:info@saarcenergy.org), along with scanned copies of testimonials, by **31 May, 2017**.

In case of applicants from public sector, an additional hard copy of their filled application, duly forwarded through respective Government's Ministry of Foreign Affairs / External Affairs, should reach through post at the following address.

SAARC Energy Centre,  
H. No. 697, St. No. 43, NPF  
Sector E-11/4, Islamabad – Pakistan  
Phone: 051-2228804, Fax: 051-2221937

**Terms Of Reference for Professional Staff**

**Job responsibilities include:**

- Undertake independent, quality research and analysis on energy, transport and environment related aspects;
- Assist the Director SEC with research proposals and conduct analysis on specific topics pertaining to energy, transport and environment;
- Interact with relevant regional institutions, policy-makers and professionals and manage stakeholders' engagement processes particularly in the field of energy, transport and environment.
- Network and communicate effectively with the stakeholders to achieve the objectives of SAARC Energy Centre with respect to energy, transport and environment.
- Conceive, conceptualize and implement the SEC annual programme activities related to energy, transport and environment;
- Conceive, launch and monitor special project(s) within the domain of energy, transport and environment sector;
- Organize, participate and/or make presentations at workshops and conferences hosted by the SAARC Energy Centre.
- Coordinate the outsourcing of short term research tasks on energy, transport and environment while functioning as a proactive member of the research team;
- Identify and formulate policy recommendations;
- Any other assignment(s) delegated by Director.



**Academic Qualification and Experience:**

- Bachelor of Engineering in energy or environment related fields. Preference will be given to professionals with relevant higher qualifications.
- Minimum 02 years experience in any energy and environment related national and international organization, dealing with Energy, Transport and Environment, program planning and development. The length of required experience will be reduce for candidates possessing higher or meritorious academic qualification and excellent service performance;
- Maximum age not more than 45 years on the last date of submission of application. Age limit may be relaxed subject to the experience, qualification and outstanding performance in the field;
- Ability to do research and work independently;
- Strong analytical and synthesis abilities as demonstrated by academic and service achievements and other personal accomplishments;
- Ability to structure strategic analyses, make recommendations and prepare quality technical reports;
- Strong initiative, self- motivation, willingness to learn & deliver and ability to effectively work in a multicultural environment;
- Excellent communication skills in English language (both verbal & written);
- Good skills in common computer softwares (such as Microsoft Office) and IT.

**Terms & Conditions**

**Duty Station**

The selected candidate will be stationed in Islamabad, Pakistan.

**Tenure**

The selected candidate will serve SEC for a period of three years, which may further be extended in exceptional circumstances, to a maximum period not exceeding three years.

**Allowances, Facilities and Benefits**

As per SAARC harmonized rules, to be considered for the position of Research Fellow (Energy, Transport & Environment), the applicant should be on deputation and his/her salary will be protected by the sending Government of the Member State. Deputation of officials at





**SAARC ENERGY CENTRE  
ISLAMABAD**

Regional Centres will not affect their promotion and seniority prospects in their service at home.

The selected professional will be eligible for the following allowances/facilities:

#	Allowances/Facilities/Benefits	Details
1.	Living Allowance	Research Fellow (Energy, Transport & Environment), shall be entitled to living allowance of USD 1,253 (50% in US Dollar & 50% in Pak Rupees) per month.
2.	Residential Accommodation	Research Fellow (Energy, Transport & Environment) shall be entitled to unfurnished accommodation within the rental ceiling i.e. USD 708 in equivalent local currency. Lease Agreement pertaining to the residence of Research Fellow (Energy, Transport & Environment), shall be signed by the Centre with the lessor and the payment of House Rent shall be made directly by the Centre to the Lessor.
3.	Furnishing / Settlement Grant	Research Fellow (Energy, Transport & Environment) shall be entitled to a one time lump-sum furnishing / settlement grant of USD 2,000 on first arrival only.
4.	Children's Education Allowance	Reimbursement of 90 % of school tuition fees, including Admission, Registration and other compulsory charges, subject to an annual ceiling of USD 1,500 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. Reimbursement shall be made on presentation of actual receipt(s) from the concerned educational institutions.



**SAARC ENERGY CENTRE  
ISLAMABAD**

#	Allowances/Facilities/Benefits	Details
5.	Medical Coverage	Research Fellow (Energy, Transport & Environment) shall be entitled to reimbursement of actual expenses on medical treatment for self, spouse and dependent children, subject to an annual ceiling of USD 1,500 including 80% reimbursement of hospitalization charges.
6.	Home Leave Passage	Research Fellow (Energy, Transport & Environment) appointed from a Member State other than the host country shall be entitled to return economy class Air Ticket for self, spouse and two children once in 3 years after completion of 18 months of continuous service at the Centre.
7.	Emergency Passage	Research Fellow (Energy, Transport & Environment) recruited from a Member State other than the host country shall be entitled to emergency passage once in their entire term, in case of death of an immediate family member (spouse, parents, children and spouse's parents) of the official.
8.	Telephone	Research Fellow (Energy, Transport & Environment) shall be entitled to use telephone at his/her residence, up to USD 20 per month.



### **General Instructions; How To Apply**

Application should be sent by e-mail to [jobs@saarcenergy.org](mailto:jobs@saarcenergy.org) with cc at [info@saarcenergy.org](mailto:info@saarcenergy.org), along with scanned copies of testimonials, by **31 May, 2017**.

In case of applicants from public sector, an additional hard copy of their filled application, duly forwarded through respective Government's Ministry of Foreign Affairs / External Affairs, should reach through post at the following address.

SAARC Energy Centre,  
H. No. 697, St. No. 43, NPF  
Sector E-11/4, Islamabad – Pakistan  
Phone: 051-2228804, Fax: 051-2221937

### **Terms Of Reference for Professional Staff**

#### **Position: Research Fellow (Power)**

#### **Job responsibilities include:**

- Undertake independent, quality research and analysis on electricity (power) related aspects such as generation, transmission, distribution, regulation, competitive power market, power interconnections, etc.;
- Assist the Director SEC with research proposals and conduct analysis on specific topics pertaining to electricity (power) with particular focus on SAARC Energy Ring (Electricity) and cross border electricity trade.
- Interact with relevant regional institutions, policy-makers and professionals and manage stakeholders' engagement processes particularly in materializing the SAARC Energy Ring (Electricity);
- Network and communicate effectively with the stakeholders to achieve the objectives of SAARC Energy Centre with respect to power sector;
- Conceive, conceptualize and implement the SEC annual programme activities related to power sector;
- Conceive, launch and monitor special project(s) within the domain of power sector;
- Organize, participate and/or make presentations at workshops and conferences hosted by the SAARC Energy Centre.
- Coordinate the outsourcing of short term research tasks on Power Sector while functioning as a proactive member of the research team;
- Any other assignment(s) delegated by Director.



**Academic Qualification and Experience:**

- Bachelors of Electrical (Power) Engineering. Preference will be given to professionals with power related higher qualifications;
- Minimum 02 years post qualification working experience with electricity/power related organizations involved in power policy, planning and development, engineering, regulation, utility (generation/transmission/distribution) or very similar. Minimum length of required experience may be relaxed for candidates possessing higher or meritorious academic qualification or excellent service performance;
- Maximum age not more than 45 years at the time of applying for this post. Age limit may be relaxed subject to experience, qualification and outstanding performance record.
- Ability to do research and work independently.
- Strong analytical and synthesis abilities as demonstrated by academic and service achievements and other personal accomplishments;
- Ability to structure strategic analyses, make recommendations and prepare quality technical reports;
- Strong initiative, self-motivation, willingness to learn and deliver and ability to effectively work in a multicultural environment;
- Excellent communication skills in English (both verbal and written);
- Good skills in computer software packages such as Microsoft Office and IT.

**Terms & Conditions**

**Duty Station**

The selected candidate will be stationed in Islamabad, Pakistan.

**Tenure**

The selected candidate will serve SEC for a period of three years, which may further be extended in exceptional circumstances, to a maximum period not exceeding three years.

**Allowances, Facilities and Benefits**

As per SAARC harmonized rules, to be considered for the position of Research Fellow (Power), the applicant should be on deputation and his/her salary will be protected by the



**SAARC ENERGY CENTRE  
ISLAMABAD**

sending Government of the Member State. Deputation of officials at Regional Centres will not affect their promotion and seniority prospects in their service at home.

The selected professional will be eligible for the following allowances/facilities:

#	Allowances/Facilities/Benefits	Details
1.	Living Allowance	Research Fellow (Power) shall be entitled to living allowance of USD 1,253 (50% in US Dollar & 50% in Pak Rupees) per month.
2.	Residential Accommodation	Research Fellow (Power) shall be entitled to unfurnished accommodation within the rental ceiling i.e. USD 708 in equivalent local currency. Lease Agreement pertaining to the residence of Research Fellow (Power) shall be signed by the Centre with the lessor and the payment of House Rent shall be made directly by the Centre to the Lessor.
3.	Furnishing / Settlement Grant	Research Fellow (Power) shall be entitled to a one time lump-sum furnishing / settlement grant of USD 2,000 on first arrival only.
4.	Children's Education Allowance	Reimbursement of 90 % of school tuition fees, including Admission, Registration and other compulsory charges, subject to an annual ceiling of USD 1,500 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. Reimbursement shall be made on presentation of actual receipt(s) from the concerned educational institutions.
5.	Medical Coverage	Research Fellow (Power) shall be entitled to reimbursement of actual expenses on medical treatment for self, spouse and dependent children, subject to an annual ceiling of USD 1,500 including 80% reimbursement of hospitalization charges.



**SAARC ENERGY CENTRE  
ISLAMABAD**

#	Allowances/Facilities/Benefits	Details
6.	Home Leave Passage	Research Fellow (Power) appointed from a Member State other than the host country shall be entitled to return economy class Air Ticket for self, spouse and two children once in 3 years after completion of 18 months of continuous service at the Centre.
7.	Emergency Passage	Research Fellow (Power) recruited from a Member State other than the host country shall be entitled to emergency passage once in their entire term, in case of death of an immediate family member (spouse, parents, children and spouse's parents) of the official.
8.	Telephone	Research Fellow (Power) shall be entitled to use telephone at his/her residence, up to USD 20 per month.