



**SOUTH ASIAN ASSOCIATION  
FOR REGIONAL COOPERATION  
SECRETARIAT**

Message No. 206.02.027

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The Secretariat of the South Asian Association for Regional Cooperation (SAARC) presents its compliments to the Ministries of Foreign/External Affairs/Relations of the Member States of SAARC and **has the honour to forward the vacancy announcement for the post of the Chief Executive Officer (CEO) for the SAARC Development Fund (SDF).**

The esteemed Member States are requested to take necessary measures for widest possible circulation of the advertisement, including its uploading on the websites of the following offices of the Member States of SAARC:

- (i) Ministry of Foreign/External Affairs/Relations;
- (ii) Ministry of Finance/Treasury/Planning;
- (iii) Relevant Ministries and offices;
- (iv) Relevant professional organizations/bodies/institutions; and
- (v) Relevant publicly accessible sites.


In addition, the Ministry of Foreign Affairs of the Republic of Maldives is requested to arrange uploading the advertisement in the Government Gazette of Maldives.

It may be noted that the eligibility criteria, prescribed Application Form and other details can be downloaded from the SDF's website ([http://www.sdfsec.org/news-details?news\\_id=110223](http://www.sdfsec.org/news-details?news_id=110223)) and the **deadline for submission of application is 23 March 2020.**

The Secretariat of SAARC avails itself of this opportunity to renew to the Ministries of Foreign/External Affairs/Relations of the Member States of SAARC, the assurances of its highest consideration.

**Encls: a. a.**



  
Kathmandu, 14 February 2020

The Ministries of Foreign/External Affairs/Relations,  
(SAARC Division),  
Member States of SAARC.

**Copy to:**

- (i) Board of Directors, SAARC Development Fund (SDF);
- (ii) Heads of SAARC Regional Centres/Specialized Bodies, for uploading the same on their respective websites; and
- (iii) SDF Secretariat, Thimphu, Bhutan.



## **SAARC Development Fund**

### **SAARC DEVELOPMENT FUND (SDF) INVITES APPLICATIONS FOR APPOINTING A NEW CEO**

**The SAARC Development Fund (SDF)**, established in 2005 is the umbrella financial institution of the South Asian Association for Regional Cooperation (SAARC). The **SDF Secretariat based in Thimphu, Bhutan** undertakes and implements **projects and programmes** under three windows: Social, Economic and Infrastructure in fulfillment of the greater developmental goals of the SAARC region. By working with the SDF in the capacity of CEO, a person will have the opportunity of leading one of the important Specialized Bodies of SAARC and implementing regional and sub-regional projects with a view to promoting welfare of the peoples in the region.

#### *KEY RESPONSIBILITIES OF THE SDF CEO ARE:*

- Will be the chief of the operating staff of the SDF Secretariat and will be responsible for the day-to-day business of SDF under the direction of the Board of Directors (BoD);
- Will be responsible for the management of the organization in accordance with the Rules and Regulations;
- Steer SDF's work, including decisions on investments, loans, guarantees and technical assistance;
- Will be the ex-officio member of the BoD;
- In the discharge of his/her official responsibilities, the CEO will be accountable to SDF Board;
- Will be responsible for timely implementation and monitoring of the approved projects in close coordination with the SDF Member States and SAARC Secretariat;
- Will be responsible for preparing and submitting Annual Report/Progress Report to the BoD in time;
- Will be the legal representative of SDF.

#### *THE CANDIDATES MUST MEET THE FOLLOWING ELIGIBILITY CRITERIA:*

##### **Experience:**

###### *Essential:*

A minimum of fifteen (15) years of proven track record in a financial institution of international/regional/national standing, with at least five (5) years in a senior financial management position;

Commendable grasp over the developmental challenges being faced by the SAARC Region.

###### *Desirable:*

Experience of dealing/working with Government agencies with respect to development and financing of projects in Social, Economic and Infrastructure Sector.

**Education:**

*Essential:*

Post Graduate Degree in Finance/Business Management/Economics.

*Desirable:*

An advanced degree in Strategic Business Management would be an advantage.

**Age Limit:**

Should not be more than 55 years of age on **30 September 2020**.

**Citizenship:**

A bona fide citizen of any Member State of SAARC (i.e. Afghanistan /Bangladesh /Bhutan /India /Nepal /Maldives /Pakistan /Sri Lanka).

**Remuneration and allowances:**

The CEO would be paid a remuneration of US\$ 6,000 [US Dollars Six Thousand (tax-free)] with accommodation, transport and other admissible allowances and benefits as per the relevant rules of SDF.

**Privileges and Immunities:**

The CEO may enjoy, applicable privileges and immunities, as per the Headquarters Agreement between the Royal Government of Bhutan and SDF.

**Tenure:**

The term of office of the CEO will be five years, with a possibility of extension by another term of five years, subject to conditions including age limit.

If you meet the above criteria and are confident to take up the challenge of leading SDF, please submit your application to:

Director (ARD & SDF), SAARC Secretariat, GPO Box No.: 4222, Kathmandu, Nepal  
Email: dirban@saarc-sec.org or doard@saarc-sec.org

Application Form may be downloaded from: [http://www.sdfsec.org/news-details?news\\_id=110223](http://www.sdfsec.org/news-details?news_id=110223)

**Application deadline:** The applications must reach the SAARC Secretariat by **Monday, 23 March 2020**.

The SDF Governing Board will interview the short-listed candidates for final selection. The new CEO will assume charge of the office on **12 August 2020**.