



SDF/Admin/Recruitment/2016/

September 07, 2016

Vacancy Announcement

Job Type : Professional/Regional Recruits

Agency : SAARC Development Fund Secretariat, Thimphu, Bhutan

Term of Service : For three years

- 1. For Professional Staff :** The tenure of the professional staff may be extended, in exceptional circumstances, for a maximum period not exceeding one more full term, upon the recommendation of the CEO and the approval of the Board of Directors.
- 2. For General Service Staff (GSS –I) :** Extendable every 3 years based upon satisfactory performance at discretion of CEO.

Place of posting : Thimphu, Bhutan.

The SAARC Development Fund (SDF) Secretariat was inaugurated during the 16th SAARC Summit in Thimphu, 2010. The SDF Secretariat has the following professional category vacancies for a three (3) years term.

1. Vacancy No: SDF-RQ-M169

Position: Director, Social Window/ Administration & Finance

(a) Job responsibilities & Key Result Areas

- Project Initiation, hunting & conception, planning, scrutinizing, production 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.
- Identification of bankable projects and funding of projects under co-financing system.

- Financial management of SDF Secretariat and SDF funded projects in SAARC Member States.
- Responsible for fund mobilization for projects to be funded under Social Window.
- Implementation of ERP and e-governance system.
- Effective Portfolio management including crafting strategies and action plan for investment in SAARC Member States.
- Liaison & coordination with target institutions and stakeholders in consultation with CEO.
- Project execution, documentation, work breakdown structure, monitoring and controlling and project control systems.
- Project e-management systems, portfolio management, virtual Project Management/Development and closing procedures.
- Project reporting structures and mechanism i.e. weekly, monthly, biannually and annually.
- Provide inputs and recommendations to the Chief Executive Officer on project selection based on social, technical, financial and managerial aspects of the proposed project.
- Institute best practices and approach using international ISO standards for Social Window projects.
- Lead Administration and Finance functions of the SDF by providing strategic initiatives and putting in systems and procedures as per global best practices
- Act 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,
- Ensure that the fund operates under sound banking principles
- Effective implementation of M&E System for SDF funded projects
- Ensure that the funds accounts are maintained in accordance with International Accounting standards and
- Lead his team and inculcate a culture based on professionalism, fairness, efficiency and accountability.
- Effective and sound systems for administration, HR and HRD

S/he shall report to the CEO and carry out any other responsibilities assigned by the CEO.

(b) Qualification, Skills and experience required: Interested candidates must

- Possess a post graduate degree in Project Management/Development//Finance/Business Administration/Social field from an institution of international repute/recognition (higher professional degree would be an added advantage)

- have a minimum of 15 years of relevant experience in project management, development, implementation and monitoring/evaluation of social/economic and infrastructure projects in SAARC Countries,
- Have exposure of working in reputed national, regional & international institutions; be well versed with all aspects of project management, social project financing & documentation.
- 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.
- 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.
- He/she should be between 40-50 years of age, and be a bona fide citizen of a SAARC Member State i.e. Afghanistan, Bangladesh, Bhutan, India, Nepal, Maldives, Pakistan, and Sri Lanka.

(c) Remuneration:

- net (tax free) monthly salary of US\$ 4,265 per month.
- unfurnished accommodation upto a maximum limit of US\$ 700 per month.
- telephone allowance of USD 50 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.

2. Vacancy Number : SDF-RQ-M170

Position: Director, Economic & Infrastructure Windows

(a) Job responsibilities & Key Result Areas

- Project Initiation, hunting & conception, planning, scrutinizing, production projects 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 fulfillment of the SDF Charter.
- Formulation of strategies & action plan for E & I windows in consultation with CEO.
- Actively seek and solicit 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 Board approvals. Monitor the implementation of projects.

- Mobilization of funds for Economic and Infrastructure projects under the guidance of CEO.
- Project execution, documentation, work breakdown structure, monitoring and controlling and project control systems.
- Project e-management systems, portfolio management, virtual Project Management/Development/ and closing procedures.
- Project reporting structures and mechanism i.e. weekly, monthly, biannually and annually.
- Provide advice / inputs and recommendations to the Chief Executive Officer 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.
- Institute best practices and approach using international ISO standards for E&I Windows projects.
- Setting up the credit business of SDF and in particular, operationalize the two investment windows namely Economic and Infrastructure Windows of the Fund
- Document and update the Credit policy including limits, SDF Pricing, risk policy, project loans, credit guarantees, term sheets, the funding strategy for SDF
- Initiate discussions with reputed Rating Agencies for future fund generation and Explore different models to achieve SDF objectives for funding projects
- Work on fund raising opportunities from MDBs & capital market for existing & new projects of SDF.
- Liaison & coordination with target institutions & stakeholders in SAARC Member States under guidance of CEO.

S/he shall report to the CEO and carry out any other responsibilities assigned by the CEO.

(b) Qualification, Skills and experience required: Interested candidates must

- 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 International repute/recognition (higher professional degree would be added advantage)

- Minimum of 15 years of practical experience in core credit operations, with at least five (5) years in credit and fund management operations at senior leadership/ supervisory level,
- Have exposure of working in reputed national, regional & international institutions; be well versed with all aspects of project management, economic & infrastructure financing & documentation.
- Initiate with CEO's guidance and approval, discussions with local/regional/international funding or development institutions for areas of collaboration for co-financing of projects.
- 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
- 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.
- He/she should be between 40-50 years of age, and be a bona fide citizen of a SAARC Member State i.e. Afghanistan, Bangladesh, Bhutan, India, Nepal, Maldives, Pakistan, and Sri Lanka.

(c) Remuneration:

- net (tax free) monthly salary of US\$ 4,265 per month
- unfurnished accommodation upto a maximum limit of US\$ 700 per month
- telephone allowance of USD 50 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.

3. Vacancy Number : SDF-RQ-M171

Position: Assistant Director, Economic & Infrastructure Windows

(a) Job responsibilities & Key Result Areas

- He/she will actively seek and solicit investment projects in the SAARC Member States and initiate with the Directors' 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.

- Project execution, documentation, work breakdown structure, monitoring and controlling and project control systems.
- He/she will help the Director in setting up the credit business of SDF and in particular, operationalize the two investment windows namely Economic and Infrastructure Windows of the Fund , prepare and update the Credit policy including limits, set up and document the SDF Pricing and Risk policy, standardize documentation for project loans, credit guarantees, term sheets etc , formulate, document and update the funding strategy for SDF, initiate discussions with reputed Rating Agencies for future fund generation and explore different models to achieve SDF objectives for funding projects
- Develop and execute project e-management systems, portfolio management, virtual Project Management/Development/ and closing procedures.
- Project reporting structures and mechanism i.e. weekly, monthly, biannually and annually.
- Development and Management of programme and project plans (sometimes multiple plans) reviewing the plans regularly to ensure tasks and milestones are being achieved in a timely manner and Preparation of governance reports, project status reports, presentations, agendas etc.
- Take an active part in the project issue/risk management process, by contributing to the identification and prioritisation of existing and potential issues and risks, and helping to develop strategies and controls to mitigate these. Use sound judgement to identify which issues and risks should be escalated to governance groups, and prepare relevant reports/documentation.
- Provide a skilled facilitation service to support the project teams in achieving these expectations. This means employing effective organisational and administrative processes, together with their knowledge and/or experience of Project Management/Development/ smart practices, to facilitate the successful achievement of the project objectives.
- provide inputs at the time of project preparation within extant guidelines and the directives of the SDF Board,
- Responsible for operational aspects of the Economic and Infrastructure Window projects including compliances, implementation of the projects as per guidelines, disbursements, reporting, follow-up, end-use of funds etc. and
- Ensure that the Economic and Infrastructure Window projects are implemented as per the requirements of the SDF and Member States and

Carry out any other responsibilities assigned by the CEO. Report to Director E & I Windows and the CEO.

(b) Qualification, Skills and experience required: Interested candidates must be

- A certified Chartered Accountant/certified Financial Analyst or possess a post graduate degree in Fund Management/Finance/Business Administration / Investment / Economics Project Management/Development from an Institution of International repute/recognition (higher professional degree would be added advantage) and
- Have minimum of 10 years of practical experience in core investment/credit operations,
- Be between 30-40 years of age.
- Must be a bona-fide citizen of a SAARC Member State i.e. Afghanistan, Bangladesh, Bhutan, India, Nepal, Maldives, Pakistan, and Sri Lanka.
- Strong written and spoken communication skills in English.

(c) Remuneration:

- net (tax free) monthly salary of US\$ 2,600 per month
- unfurnished accommodation upto a maximum limit of US\$ 475 per month
- telephone allowance of USD 50 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\$ 2,000,
- Home leave passage for self & family once in 18 months and other admissible joining expenses reimbursements.
- Duty free purchase/import privileges in Bhutan.

4. Vacancy Number : SDF-RQ-M172

Position: Assistant Director, Social Enterprises Development Program

(a) Job responsibilities & Key Result Areas

- The job involves identifying social projects, appraising them and preparing the project proposals for approval. It also involves post approval functions such as administration, monitoring and follow-up of social enterprise projects funded by SDF.
- Identifying viable social enterprise projects in the SAARC area which can be funded by SDF
- Appraise Social Enterprises for funding by SDF
- Prepare strategy and policy documents, and manuals related to the funding of social enterprises
- Prepare standard documents for project financing agreements and related documents such as logical framework

- E-project submission system and overall process automation implementation
- Explore new and innovative ways to promote funding of social enterprises in SAARC Member States
- Monitoring, evaluating, and documenting the program according to project objectives;
- Overseeing the program's finances in collaboration with the concerned parties ensure that activities are delivered within budget;
- Providing written weekly and quarterly reports to CEO.

Report to CEO and carry out any other responsibilities assigned by him.

(b) Qualification, skills and experience required: Interested candidates must:

- Possess a post graduate degree in Project management/Development/ Finance/ Business Administration/ Investment /Economics from an institution of international repute/recognition or a higher professional degree would be added an advantage;
- Have minimum of 10 years of practical experience working with / in social enterprises;
- Have exposure of working in reputed national/ regional/ international institutions, be well-versed with all aspects of Social Financing, including documentation;
- Have exposure to appraisal models/techniques for appraising social enterprises, and be between 30-40 years of age, and
- Be a bona-fide citizen of a SAARC Member State i.e. Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan, and Sri Lanka.
- Strong written and spoken communication skills in English.

(c) Remuneration:

- net (tax free) monthly salary of US\$ 2,600 per month
- unfurnished accommodation upto a maximum limit of US\$ 475 per month
- telephone allowance of USD 50 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\$ 2,000,
- Home leave passage for self & family once in 18 months and other admissible joining expenses reimbursements.
- Duty free purchase/import privileges in Bhutan.

5. Vacancy Number : SDF-RQ-M173

Position: Assistant Director, Monitoring & Evaluation

(a) Job responsibilities & Key Result Areas

- Set up and manage a robust Monitoring & Evaluation system in SDF.
- Define document and manage SDF's M&E System.
- Conduct ongoing monitoring and supervision of the SDF funded projects.
- To support the development and implementation of appropriate monitoring processes and systems
- Maintain awareness of and support the development of monitoring processes and systems
- Collate feedback and learning to support the development and regular review Projects for SAARC countries and monitoring processes and systems within SAARC.
- Support the development of M&E system as a tool for effective monitoring for all programmes and projects
- Develop and maintain monitoring schedules for countries for all programmes and projects
- Set up reminders and prompt project personnel to submit monitoring reports against schedules set for all projects and programmes
- Collate and evaluate monitoring feedback and data to enable effective quality improvement across Projects
- To support the effective communication of monitoring and evaluation information
- Support the collation of appropriate monitoring information for incorporation in reports to management
- Provide regular feedback and reports to the CEO on the status of monitoring on all SDF programmes and projects
- Support the work of the projects team, by providing information in agreed formats in a timely manner
- To collate and write evaluation reports in a timely manner

Report to CEO and carry out any other responsibilities assigned by him.

(b) Qualification, skills and experience required: Interested candidates must:

- Have a Post graduate degree in Project Management/Development/Business /Economics from an institution of International repute/recognition (higher professional degree would be added advantage)
- Minimum of 10 years of practical experience in project monitoring & evaluation;
- Have exposure of working in reputed national, regional & international institutions; be well versed with all aspects of project management, social , economic & infrastructure financing including documentation.
- be between 30-40 years of age
- Must be a bona-fide citizen of a SAARC Member State i.e. Afghanistan, Bangladesh, Bhutan, India, Nepal, Maldives, Pakistan, and Sri Lanka and
- Strong written and spoken communication skills in English.

(c) Remuneration:

- net (tax free) monthly salary of US\$ 2,600 per month
- unfurnished accommodation upto a maximum limit of US\$ 475 per month
- telephone allowance of USD 50 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\$ 2,000,
- Home leave passage for self & family once in 18 months and other admissible joining expenses reimbursements.
- Duty free purchase/import privileges in Bhutan.

6. Vacancy Number : SDF-RQ-M174

Position: Assistant Director, Credit/ Risk & Investment

(a) Job responsibilities & Key Result Areas

- Assist the Director, Economic and Infrastructure Windows in the two funding windows. The job involves appraisal, documentation, disbursements, credit administration and follow-up of loan proposals under the two windows. The position reports to Director, E&I Windows.
- Assist Director E&I in setting up a sound credit portfolio of SDF
- Prepare, develop and update strategy and policy documents, manuals for project finance/credit operations
- Set up , Update and maintain Appraisal, Rating and Credit Administration systems and carry out credit assessment of projects
- Prepare standard documents for project loans, guarantees, and other products

- Explore new and innovative ways to fund projects in SAARC Member States and funding of the same by SDF
- Compile reports regarding finance and credit data.
- Analyze the financial records like earnings, savings, payments and purchase of the borrowers and recommend other useful financial activity for further plans.
- Complete loan applications, including credit analyses and summaries of loan requests, and submit to loan committees for approval.
- Market, train, counsel, advise, and communicate credit department policy and procedures to fund management.
- Generate financial ratios, using computer programs, to evaluate borrowers financial status.
- assessing, analysing and interpreting complicated financial information
- undertaking risk assessment analysis
- keeping fund credit exposures within set risk bearing limits
- keeping knowledge of key issues up-to-date (for example legal, market risk and compliance issues)
- helping to enhance the quality of credit applications
- making recommendations about procedural/policy changes

Carry out any other responsibilities assigned by the CEO. Report to Director, E & I and the CEO.

(b) Qualification, skills and experience required: Interested candidates must:

- Certified Chartered Accountant or possess a post graduate degree in Project Management/Development/ Finance/Business Administration / Investment / Economics from an institution of international repute/recognition or be a CA or B.Tech./B.E. Higher professional degree would be added an advantage;
- have minimum of 10 years of practical experience in Infrastructure Project Appraisal/credit operations/Corporate Banking;
- have exposure of working in reputed national/international financial institutions, be well-versed with all aspects of credit / risk management , Project Finance, including documentation;
- have exposure to Risk Assessment Models and Appraisal techniques ,
- be between 30-40 years of age
- be a bona-fide citizen of a SAARC Member State i.e. Afghanistan, Bangladesh, Bhutan, India, Nepal, Maldives, Pakistan, and Sri Lanka, and
- Strong written and spoken communication skills in English.

(c) Remuneration:

- net (tax free) monthly salary of US\$ 2,600 per month
- unfurnished accommodation upto a maximum limit of US\$ 475 per month

- telephone allowance of USD 50 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\$ 2,000,
- Home leave passage for self & family once in 18 months and other admissible joining expenses reimbursements.
- Duty free purchase/import privileges in Bhutan.

7. Vacancy Number : SDF-RQ-M165

Position: Assistant Director, Legal

(a) Job responsibilities & Key Result Areas

- Provide inputs/ advice and ensure efficient and effective management of legal system and resources utilization at SDF Secretariat.
- Management of SDF project financing agreement.
- Management of legal aspects of SDF funded projects in SAARC Member States.
- Examine the legal aspects of SDF projects and provide necessary inputs and suggestions to CEO and concerned departments.
- Review and provide legal advice to CEO and all concerned department on tender documents, SDF rules, regulations, charter, bye-laws and legal agreements.
- Review ongoing cases and advice management accordingly.
- Liaise with relevant departments to ensure that where legal risks have been identified, appropriate courses of action have been taken.
- Provide legal protection and risk management advice to management especially on contract management.
- Provide and interpret legal information, conduct training and disseminate appropriate legal requirements to staff.
- Review and advise management on legal implications of internal policies and procedures.
- Review and draft contracts, agreements and internal policies and ensure that they are in compliance with all statutory or legal requirements.
- Review progress of outstanding litigation and liaise with and manage external lawyers.
- Formulate compliance check-lists to be used for the purpose of ensuring that all information required is provided accordingly.
- Continuously monitor compliance with statutory obligations and advise CEO and all concerned department accordingly.

- Prepare monthly and quarterly reports for the department for executive management meetings.
- Review all contracts or any other documentation where the Fund has committed itself and assess legal implications that need to be brought to the CEO's attention.
- Prepare, review and modify contractual instruments to assist and support various business activities.
- Negotiate, review and draft documentation for business transactions and prepare and advise on the necessary checklist to be adopted to ensure information is submitted on time.
- Provide continuous inputs, supervision, training and development of department staff ensuring an effective and motivated team.
- Liaise with the HR / Admin department in conducting performance appraisals and ensure competency and training gaps are addressed.
- Liaise with legal consultants, if required, in SAARC Member States.

Report to CEO and carry out any other responsibilities assigned by him.

(b) Qualification, Skills and experience required: Interested candidates must

- Possess a post graduate degree in law from an Institution of International repute/recognition. Higher professional degree would be an added advantage;
- Have minimum of 10 years of practical experience of working in legal department of a reputed national/ regional / international financial institutions /law firm or a combination of these; be well-versed with legal requirements for project financing , whether loan or grant based; Knowledge/experience of working in legal/regulatory framework(s) in more than one SAARC country would be an added advantage.
- Be between 30-40 years of age, and
- Be a bona-fide citizen of a SAARC Member State i.e. Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan, and Sri Lanka.
- Strong written and spoken communication skills in English.

(c) Remuneration:

- net (tax free) monthly salary of US\$ 2,600 per month
- unfurnished accommodation upto a maximum limit of US\$ 475 per month
- telephone allowance of USD 50 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\$ 2,000,

- Home leave passage for self & family once in 18 months and other admissible joining expenses reimbursements.
- Duty free purchase/import privileges in Bhutan.

8. Vacancy Number : SDF-RQ-M175

Position: Executive Secretary to the CEO (GSS – I)

(a) Job responsibilities & Key Result Areas

- Performs all executive secretarial tasks for the CEO including transcribing and proofreading confidential correspondence, preparing reports and minutes of meetings related to Board & Governing Council Meetings, Secretariat's administration, scheduling appointments and maintaining confidential files and other material essential for use by the CEO.
- Independently handling communication from CEO's Office
- Management of CEO's office
- Coordination with all target institutions, stakeholders, SDF funded projects, implementing agencies etc as per instructions of CEO.
- Coordination with media, press, Chamber of Commerce & Industry, trade & investment agencies including funding institutions in SAARC Member States.
- Ensure effective communication system and management of CEO's office.
- Maintain calendar of appointments for the CEO, ensuring the CEO is apprised of all appointments and changes as well as matters requiring immediate attention;
- Uses automated office systems to prepare letters, memoranda and reports;
- Screens complaints and inquiries from employees, public officials, the press and the general public addressed to the CEO; gathers appropriate material from the CEO and other administrative staff to respond to routine inquiries and routes more complex inquiries along with support documentation to department staff as appropriate;
- Opens and screens mail addressed to the CEO, routes other mail with background material as necessary;
- Maintains all files for the CEO, ensuring that material is properly marked and accessible for immediate use
- Maintains files of all minutes taken at committee meetings for future references;
- Coordinates all travel arrangements for the CEO

Report to CEO and carry out any other responsibilities assigned by him.

Qualification, Skills and experience required:

- Must possess a minimum of bachelors' degree in Mass Communication/ Public relation/ Journalism / Project Management/Development/ Economics/ English/ Commerce/ and/ or business management.
- Minimum of 6 – 8 years of work experience.
- Prior experience working with the any other international institutions with would be desirable (iii) be between 25-35 years of age
- must be a bona-fide citizen of a SAARC Member State i.e. Afghanistan, Bangladesh, Bhutan, India, Nepal, Maldives, Pakistan, and Sri Lanka and
- Strong spoken and written communication skills in English.

(c) Remuneration:

- net (tax free) monthly salary of US\$ 1,548 per month
- unfurnished accommodation upto a maximum limit of US\$ 350 per month
- telephone allowance of USD 50 per month
- education allowance for two children up to class 12 or equivalent
- Medical reimbursements for self and family
- Home leave passage for self & family once in 24 months and other admissible joining expenses reimbursements.
- Duty free purchase/import privileges in Bhutan.

Important Note: - The last date of receipt of applications i.e. September 30, 2016 shall be considered as cut-off date for age criterion of applicants.