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06/3/19



SAARC

Message No. 1326.07.211

Ref. No. SAARC/ETS/SEC/2017

SOUTH ASIAN ASSOCIATION  
FOR REGIONAL COOPERATION  
SECRETARIAT

The Secretariat of the South Asian Association for Regional Cooperation (SAARC) presents its compliments to the Ministries of Foreign/External Affairs of the Member States of SAARC and has the honour to state that the SAARC Energy Centre (SEC) has announced a "Vacancy Announcement" for the post of Research Fellow (Renewable Energy).

The esteemed Member States are requested to take necessary measures for uploading the vacancy announcement in the websites of the following offices of Member States of SAARC:

- i) Ministry of Foreign/External Affairs;
- ii) Relevant Ministry(ies) and offices; and
- iii) Relevant professional organizations/bodies/institutions

The esteemed Member States may also like to post the advertisement in the relevant publicly accessible sites for wider circulation. A copy each of vacancy announcement, Terms of Reference (ToR) and application form is enclosed.

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

Encls: a.a.

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

Copy to: Director, SAARC Energy Centre, Islamabad.



Kathmandu/09 September 2019

SAARC  
11 Sept 2019



**SAARC ENERGY CENTRE (SEC)  
ISLAMABAD, PAKISTAN**

**Vacancy Announcement**

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

a.	<b>Research Fellow (Renewable Energy)</b>
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General Instructions, Terms of Reference (ToR) and prescribed Application Form for the above-mentioned position are available on the SEC website at [www.saarcenergy.org/opportunities](http://www.saarcenergy.org/opportunities). Application, along with scanned copies of supporting documents/testimonials, should be sent by email to [jobs@saarcenergy.org](mailto:jobs@saarcenergy.org). Alternatively, hard copies of application form along with supporting documents/testimonials be sent directly to SEC on the address given below. The deadline for submitting applications for the above-mentioned position is 20<sup>th</sup> October 2019.

**DIRECTOR**

SAARC Energy Centre,  
H. No. 697, St. No. 43, NPF  
Sector E-11/4, Islamabad 44000 – Pakistan  
Ph: 051-2228804, Fax: 051-2221937  
E-mail: [jobs@saarcenergy.org](mailto:jobs@saarcenergy.org)  
Website: [www.saarcenergy.org](http://www.saarcenergy.org)



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

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	Duration (Year)	Major Subject(s)

# Professional/Computer Education

Name and Place of Institution	Degree/Diploma	Year	Duration (Weeks)	Fields of study

14. State your professional competence in the field of Energy:

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

Sr. No.	Title of Publication	Year	Reference



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.

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

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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 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 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

Note: This Certificate is only required for applicant from public sector organizations.

## 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

Note: This Certificate is only required for applicant from public sector organizations.



**POSITION: RESEARCH FELLOW (RENEWABLE ENERGY)**

**Job responsibilities include:**

- Identify and undertake independent, quality research and analysis on Renewable Energy related aspects such as its Potential, Policy, Regulation, Projects and others;
- Assist the Director SEC with research proposals and conduct analysis on specific topics pertaining to promotion and development of renewable energy in SAARC region;
- Provide assistance (to public and private sector) to enable adaptation of international best practices for renewable energy development and introduction of RE competitive market mechanisms in SAARC Region;
- Interact with relevant regional institutions, policy makers and professionals and manage stake holder's engagement processes;
- Network and communicate effectively with the stakeholders to achieve the objectives of SAARC Energy Centre with respect to renewable energy sector;
- Conceive, launch and monitor special project(s) within domain of Renewable Energy 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 Renewable Energy Sector while functioning as a proactive member of the research team.
- Any other assignment(s) delegated by Director.

**Qualification and Experience:**

- Bachelor in Engineering. Preference will be given to applicants with relevant and higher qualification.
- Minimum 02 years post qualification experience in renewable energy related research/field-level organizations involved in policy, planning and development, engineering, regulation or very similar. Minimum length of required experience may be relaxed for candidates possessing higher or meritorious academic qualification;
- Maximum age not more than 45 years at the time of applying.



- Motivation to do research and ability to work independently. Strong analytical abilities as demonstrated by academic achievements and other personal accomplishments;
- Ability to structure strategic analyses, work in small teams, make recommendations and prepare quality reports;
- Have strong initiative and self-motivation for research/field work; ability to effectively work in a multicultural environment;
- Possess excellent communication skills in English both verbal and written;
- Skills in appropriate computer software packages.

**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 be extended in exceptional circumstances based on the performance, to a maximum period not exceeding three years.

**Allowances, Facilities and Benefits:**

As per SAARC harmonized rules, if selected as **Research Fellow (Renewable Energy)** 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.

The selected professionals will be eligible for the following allowances:

**Living Allowance:**

**Research Fellow (Renewable Energy)** shall be entitled to living allowance of USD 1,253 (50% in US Dollar & 50% in Pak Rupees) per month.

**Accommodation Allowance:**

**Research Fellow (Renewable Energy)** shall be entitled to unfurnished accommodation within the rental ceiling of USD 708 (payable in Pak currency).

**Furnishing / Settlement Grant:**

The **Research Fellow (Renewable Energy)** shall be entitled to a one-time lump-sum furnishing / settlement grant of USD 2,000 on first arrival only.

**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.

**Medical Coverage:**

**Research Fellow (Renewable Energy)** 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.

**Home Leave Passage:**

**Research Fellow (Renewable Energy)** appointed from Member States 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.

**Emergency Passage:**

**Research Fellow (Renewable Energy)** appointed from Member States 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.

**Telephone:**

**Research Fellow (Renewable Energy)** shall be entitled to use telephone at their residences, up to USD 20 per month.