



TERMS OF REFERENCE (TOR)
FOR POSITION OF
DEPUTY DIRECTOR (PROGRAMS)

JOB RESPONSIBILITIES INCLUDE:

- Look after and assist in research, development, financial, audit, administrative matters and overall functioning of the Centre;
- Search for new and emerging research ideas/topics in the energy sector important for the SAARC region and develop concept papers/ research proposals for formulating the annual programme activities;
- Prepare and manage annual programme activities, programme cost budget, institutional cost budget and capital cost budget, etc.;
- Coordinate with SAARC Secretariat, Governing Board Members, Government of Pakistan, Focal Points/ Institutions in the Member States, National and International entities;
- Plan and organize Governing Board meetings, Selection Committee meetings, workshops, seminars, conferences, etc. when needed;
- Prepare working papers for Programming Committee, Governing Board and Selection Committee meetings, related Reports and other relevant Fora;
- Assist the audit exercise conducted by the Audit Team and prepare/ draft audit replies;
- Develop linkages and explore networking/ collaboration opportunities with relevant regional or international organizations/ stakeholders;
- Coordination with focal points/ institutions for energy related matters in the Member States;
- Supervise, guide and lead the team of professionals in undertaking the programme activities and supervise the staff of the Centre;
- Drafting and publications of documents, reports, and newsletters, etc; and
- Any other assignment(s)/ duty(ies) assigned by the Director.

QUALIFICATION, EXPERIENCE AND OTHER REQUIREMENTS:

- Master of Engineering (minimum 17-18 years education) in energy related field (Energy, Mechanical, Electrical) with Bachelor of Engineering. Higher qualification in energy related field and additional qualification in Management Sciences will be preferred.
- Minimum seventeen (17) years of experience in energy related organizations, dealing with policy, research, planning and development;
- Must demonstrate good skills in the areas of policy, research, development, finance, administration, management and research/ report writing;
- Must be a self-motivated, a good team player and team lead with the ability to lead, work effectively in a multicultural environment and achieve the targets/ commitments within timelines;



- Motivation and ability to undertake research work, perform analysis, make recommendations and develop quality research/ technical proposals, studies and reports independently or in a team;
- Ability to guide and lead team of researchers/ professionals;
- Possess excellent communication skills in English (both verbal and written);
- Skilled in energy modelling/ simulation, modern IT tools computer software packages with good command in Excel for energy calculations/ modelling;
- Possess good knowledge and experience of techno-economic analysis for energy projects;
- Maximum age not more than 55 years on the last date of submission of application.

SUPPORTING DOCUMENTS/ TESTIMONIALS:

Upon selection, the applicant(s) will be required to submit verified and properly attested hard copy of all educational documents/testimonials from the relevant Higher Education Authority and Foreign/ External Affairs Offices. Non-production of such verified and attested copies, within specified time, shall lead to disqualification from the selection and the position will be offered to the next applicant in order of merit.

TERMS & CONDITIONS:

The private and public sector candidates meeting the requirement/ criteria may apply for the position. Private candidates from Pakistan can submit their application (email and post) directly to SEC. The candidates from other Member States can submit their application through email however their application with all relevant documents must be received through respective Foreign/External Affairs Office.

As per SAARC harmonized rules, the public sector candidate, if selected as a Deputy Director (Programs), shall be on deputation and his/her salary will be protected by the sending Government of the Member State.

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, to a maximum period not exceeding three years.

Allowances, Facilities and Benefits:

The selected professional will be eligible for the following allowances:

Living Allowance:

Entitled to a living allowance of USD 1,581 per month. Appointee from outside Pakistan shall be paid 50% in US Dollar & 50% in equivalent Pak Rupees. However, Appointee from Pakistan shall be paid 100% in equivalent Pak Rupees.

Accommodation Allowance:

Entitled to an unfurnished accommodation within maximum rental ceiling of USD 735 (payable in Pak Rupees) per month.

Furnishing / Settlement Grant:



Entitled to a one-time lump-sum furnishing/ settlement grant of USD 2,000 on first arrival only (payable in Pak Rupees).

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:

Entitled to a 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:

Deputy Director (Programs) appointed from Member States other than Pakistan 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:

Deputy Director (Programs) appointed from Member States other than Pakistan shall be entitled to emergency passage once in his/her entire term, in case of death of an immediate family member (spouse, parents, children and spouse's parents) of the official.

Telephone:

Deputy Director (Programs) shall be entitled to use telephone at his/her residence, up to USD 20 per month.