

GOVERNMENT OF PAKISTAN  
CABINET SECRETARIAT  
ESTABLISHMENT DIVISION

No.1/21/2015-T-IV

Islamabad, the 28<sup>th</sup> September, 2015

CIRCULAR

Subject:- APPOINTMENT OF DIRECOTR (RESEARCH DIVISION) AND DIRECTOR (ADMINISTRATION AND FINANCE DIVISION), CIRDAP.

The undersigned is directed to refer to the subject noted above and to say that Centre on Integrated Rural, Development for Asia and the Pacific (CIRDAP) has announced positions of Director (Research Division) and Director (Administration and Finance Division) which are required to be filled in by suitable officers fulfilling requisite criteria relating to qualification/experience/responsibilities/skill set having relevance with the posts. Vacancy announcement letters/personal history form sent by CIRDAP are also enclosed.

2. It is requested that nominations/applications of suitable officers on prescribed proforma/format along with CVs/requisite documents, under administrative control of Ministries/Divisions within Federal Government and Provincial Governments, if any, may be forwarded to this Division latest by 18<sup>th</sup> October 2015. Further details/documents can also be checked/downloaded from the CIRDAP website [www.cirdap.org](http://www.cirdap.org)

*Naseer Ahmed*  
(NASEER AHMED)  
Superintendent (T-IV)  
Tele: 9203663

All Deputy Secretaries of Establishment Division

All Ministries/Divisions/Provincial Governments





# CENTRE ON INTEGRATED RURAL DEVELOPMENT FOR ASIA AND THE PACIFIC

AD-154/155 -1020

30 August 2015

**Subject: Appointment of Director (Research Division) and Director (Administration and Finance Division), CIRDAP**

Dear Colleague,

Greeting from CIRDAP. I would like to inform you that we are looking for senior professionals for the positions of Director (Research Division) and Director (Administration and Finance Division). These positions are senior level and require taking challenging initiatives and leadership in the respective areas.

Enclosed please find vacancy announcements including necessary details in respect of the backgrounds, qualifications, experiences, responsibilities, emoluments and facilities etc. of the Director (Research Division) & Director (Administration and Finance Division) and a copy of CIRDAP Personal History Form.

I would, therefore, request you to kindly arrange for wider circulation of the enclosed vacancy announcements for the post of Director (Research Division) and Director (Administration and Finance Division), CIRDAP among the relevant professional institutions in your country and forward to us a maximum of three suitable applications for each post with recent CVs and filled-in Personal History Form by 12 December, 2015 to the Director General, CIRDAP.

The soft copy of Personal History Form and Vacancy Announcement can also be downloaded from the CIRDAP website [www.cirdap.org](http://www.cirdap.org). Looking forward to your kind cooperation.

With best wishes.

Yours sincerely,

Dr. Cecep Effendi  
Director General

Encl: As above

Mr. Nadeem Hassan Asif  
Secretary  
Establishment Division  
Government of Islamic Republic of Pakistan  
Cabinet Block, Pak. Secretariat  
Islamabad, Pakistan

Cc. Dr. Zafar Iqbal Qadir  
Director General  
Akhtar Hameed Khan National Centre for Rural  
Development & Municipal Administration (AHK NCRD & MA)  
Establishment Division, Government of Pakistan  
Park Road, Chak Shahzad, Islamabad, Pakistan

[without enclosure]





CENTRE ON INTEGRATED RURAL DEVELOPMENT FOR ASIA AND THE PACIFIC  
Dhaka, Bangladesh (www.cirdap.org)

**VACANCY ANNOUNCEMENT**

**DEADLINE FOR SUBMISSION OF APPLICATION TO CIRDAP CONTACT MINISTRY: 18 October 2015**

Centre on Integrated Rural Development for Asia and the Pacific (CIRDAP), a regional, intergovernmental organization is looking for a senior professional with leadership capacity as well as strategic vision to take up its activities in the areas of rural development and poverty alleviation in Asia-Pacific region. Accordingly, applications for the position of **DIRECTOR (RESEARCH DIVISION)** for its Headquarters located in Dhaka, Bangladesh are invited.

*[Women candidates of CIRDAP Member Countries (CMCs) are encouraged to apply]*

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Functional Title	: Director (Research Division)
Level (Grade)	: P-4, Step-1
Organization	: Centre on Integrated Rural Development for Asia and the Pacific
Division	: Research Division
Location	: Dhaka City, Bangladesh
Recruitment Status	: Professional Category
Duration of Assignment	: Initially for a period of 03 (three) years including one year probation

**Background**

CIRDAP was established with the auspices of Food and Agriculture Organization (FAO) of the United Nations on 6 July 1979. It has 15 members countries namely, Afghanistan, Bangladesh (Host State), Fiji, India, Indonesia, Iran, Lao PDR, Malaysia, Myanmar, Nepal, Pakistan, Philippines, Sri Lanka, Thailand and Vietnam. The purpose of the Centre on Integrated Rural Development for Asia and the Pacific (CIRDAP) are (a) to assist national action and to promote regional cooperation relating to integrated rural development through a network of national institutions in Member States with the aim, in particular, of improving the production, income and living conditions of small-scale farmers and other needy rural groups, and of encouraging their participation in social and economic life, and (b) to act as servicing institution for its Member States with respect to integrated rural development, by providing them with technical support, by fostering the exchanges of ideas and experience and by encouraging such joint or collaborative activities as may benefit those States individually or collectively.

**Duties and responsibilities**

- Under the director supervision of the Director General, CIRDAP, the staff member is responsible for carrying out the following duties and responsibilities:
- Develop knowledge and policy strategies to mainstream rural development (RD) and poverty alleviation (PA) as priority concerns in CIRDAP Member Countries (CMCs)
- Coordinate policy researcher on RD and PA in CMCs to identify the contemporary concerns, issues and opportunities
- Prepare policy papers on contemporary policy issues for regional level policy dialogue on RD and PA
- Plan the research programme of CIRDAP and assume primary role in the implementation of such programmes



- 3
- Assist in establishing guidelines for research collaboration between CIRDAP and the national IRD centres of CMCs or other institutions involved in IRD programmes
  - Devise effective monitoring and evaluation systems through research undertaken by CIRDAP itself or in cooperation with national IRD centres or other institutions etc.
  - Develop partnership with stake holders in the field of RD and PA.
  - Perform such other duties as may be required and assigned by the Director General / Deputy Director General.

#### Educational Qualifications

- Must have a Ph.D. Degree, from a recognized institution of higher learning with specialization in the field of RD, PA and related field

#### Relevant Experience and Other Requirements

- Minimum seven years of experience and expertise in senior level research and teaching
- Experience on policy level research and dissemination of findings at national and international level
- Highly proficient in English, both written and spoken
- Citizen of a CIRDAP member country
- Ability to maintain good working relation with government officials and experts working in special field and with staff of different national and cultural backgrounds
- Ability to submit proposals and get Rural Projects for the Centre on the issues on RD of the region.
- Has the experience in working in the International Organizations in the field of RD.
- Should have published work, demonstrated ability to raise funding support and have good working relationship with research agencies.
- Having computer literacy i.e. MS Office.
- Preferably age should be less than 55 years.

#### Salary

Level P-4, Step-1 carries salary of US\$ 27,674 per annum

#### Other Benefits

Accommodation:	CIRDAP will provide you a partly furnished accommodation at an approved monthly house rent in any suitable location within Dhaka city along with a telephone/mobile with the fixed ceiling. However, expenses of gas, water, electricity, cleaning and other services will be borne by you.
Group Insurance:	You will be covered under CIRDAP Group Life Insurance, Group Accident Insurance and Group Sickness Insurance scheme.
Hospitalization Policy:	Your spouse & a maximum of 03 (three) children will be covered under Supplementary Hospitalization Assurance Policy.
Children Education Grant:	Children Education Grant of US\$ 2,400 per child per year for a maximum of two school going children only studying in Bangladesh from the age 05 to 21 years.



Provident Fund:

You will be eligible to become a member of the CIRDAP Staff Provident Fund Scheme for which you will have to contribute 10% of your monthly salary. The Centre will also make a similar [10%] contribution.

Entitlement of Leave:

As per provisions under CIRDAP Rules

Travel:

Your travel expenses along with spouse and children [maximum of four adult fares] from respect home country to CIRDAP, Dhaka, Bangladesh and return will be borne by CIRDAP.

Home Leave Travel:

Home leave travel for self and family members [maximum four adult fares] after two years.

Residential Telephone:

Residential telephone/mobile with fixed ceiling will be provided.

Others:

As per Staff Rules of CIRDAP

**Application to be sent to:**

Applications with recent CV along with a passport size photograph and filled-in CIRDAP Personal History Form (available in CIRDAP website: [www.cirdap.org](http://www.cirdap.org)) should be submitted by the applicant directly to the Contact Ministry of the respective country.





VACANCY ANNOUNCEMENT

**DEADLINE FOR SUBMISSION OF APPLICATION TO CIRDAP CONTACT MINISTRY: 18 October 2015**

Centre on Integrated Rural Development for Asia and the Pacific (CIRDAP), a regional, intergovernmental organization is looking for a senior professional with leadership capacity as well as strategic vision to take up its activities in the areas of Administration and Finance. Accordingly, applications for the position of **DIRECTOR (ADMINISTRATION AND FINANCE DIVISION)** for its Headquarters located in Dhaka, Bangladesh are invited.

*[Women candidates of CIRDAP Member Countries (CMCs) are encouraged to apply]*

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Functional Title	: Director (Administration and Finance Division)
Level (Grade)	: P-4, Step-1
Organization	: Centre on Integrated Rural Development for Asia and the Pacific
Location	: Dhaka City, Bangladesh
Recruitment Status	: Professional Category
Duration of Assignment	: Initially for a period of 03 (three) years including one year probation

Background

CIRDAP was established with the auspices of Food and Agriculture Organization (FAO) of the United Nations on 6 July 1979. It has 15 members countries namely, Afghanistan, Bangladesh (Host State), Fiji, India, Indonesia, Iran, Lao PDR, Malaysia, Myanmar, Nepal, Pakistan, Philippines, Sri Lanka, Thailand and Vietnam. The purpose of the Centre on Integrated Rural Development for Asia and the Pacific (CIRDAP) are (a) to assist national action and to promote regional cooperation relating to integrated rural development through a network of national institutions in Member States with the aim, in particular, of improving the production, income and living conditions of small-scale farmers and other needy rural groups, and of encouraging their participation in social and economic life, and (b) to act as servicing institution for its Member States with respect to integrated rural development, by providing them with technical support, by fostering the exchanges of ideas and experience and by encouraging such joint or collaborative activities as may benefit those States individually or collectively.

Duties and responsibilities

Under the direct supervision of the Director General, CIRDAP, the Director (Administration and Finance Division) will be responsible for carrying out the duties and responsibilities of Director (Administration and Finance Division) as per the Operations Manual of CIRDAP along with the following assignments:

- In line with the statutory guidelines or statute-documents, review the policies, rules and procedures of the organization in Administrative management practices, identify the existing gaps, put up for necessary revision and suggest pragmatic measures for policy decisions;
- Arrange dialogue and consultation where necessary to prescribe appropriate framework, after proper review, ensure the strategic and efficient management of office and financial resources through planning and tracking of available resources, exercise appropriate financial control mechanism in line with the Financial Rules and prescribe changes where necessary, for policy decisions;
- Assess and anticipate operational staffing requirements and suggest optimal staffing of office for the present in line with managerial and operational capacities to support the organizational results, while recommending on the same when functioning in scale;



- Streamline internal monitoring and control mechanism for administrative discipline, such as:
  - Adherence of punctuality, seriousness and commitment of work among staff,
  - Regular and adequate maintenance of CIRDAP properties,
  - Cleanliness of toilets, working areas and office premises;
- Help Auditing and provide necessary feedback and supports;
- Take follow up actions on the areas of priority and need of the Centre;
- Assist the Planning and Resource Mobilization Unit (PRMU) of CIRDAP in the preparation of the Programme of Work and Budget (PWB);
- Scrutinize provisions for multi-bilateral Trust Fund Arrangements, funding strategies of donor funded projects and prepare contracts, terms of references (TOR), Position papers and Memorandum of Understandings (MOUs) with CIRDAP;
- Advise on investment policies and plan of actions, set priority on inventory of capital assets and establish mechanisms for maintenance including transport;
- Prepare Agenda and working papers for the policy bodies – the Technical Committee, the Executive Committee and the Governing Council Meetings of CIRDAP;
- Advise on policy matters relating to finance, personnel/human resource management, procurement and general administration;
- Assist Director General in all matters, specifically in maintaining liaison with the Government Agencies, NGOs, donor communities and policy regime in Member countries, including the Host State;
- Review all administrative procedures and instructions and ensure that the policy decisions made by the policy bodies, from time to time, are duly incorporated and revised accordingly, in line with the CIRDAP's Staff Rules, the Operational Manuals, the Financial Regulations, etc.;
- Develop procedures and practices to implement the financial policies of the Centre in particular financial control and payment procedures and advise on the appropriate interpretation;
- Help the Centre to withstand problems that are being encountered in respect of its day-to day operations, in respect of visa, imports, passbook, telephone, Government clearances, repairs/renovations, and the like within the system and take appropriate actions;
- Ensure that the periodical statements on various activities of the Administrative Operations and Management are prepared and reported to the Director General;
- Assist the Director General in the implementation of policies regarding administrative and financial aspects of CIRDAP's operations and ensures that they are followed;
- Ensure and facilitate the availability of necessary support services to all programme activities;
- Assist Director General for all administrative activities of the Center specifically.
- Ensure that CIRDAP Operation Manual is up-to-date and advises on its interpretation;
- Authorise all payments due from the Center;
- Review all travel authorizations, authorizes the issue of tickets by agents or airline companies;
- Suggest and calculate the Member Countries Scale of Contributions for submission to the Executive Committee and Governing Council;
- Ensure collection, recording and safe custody of Members Countries contributions and all other amounts due to the Center and monitors the Center's disbursements;
- Provide periodical statements of contributions and of amounts due to the various Funds, for the information of the Director, the Member Countries and Donor Countries/Agencies, if requested;



- Ensure that periodical statements of contributions and cash holdings are prepared for the Director General;
- Assist the Director General on administrative and financial matters for Executive Committee, Governing Council and other meetings and discussions as delegated;

Perform any other work as and when assigned by the Director General, CIRDAP.

#### Educational Qualifications

- Master's degree, preferably in Business Administration or any other subjects related to administration, Management and finance from a recognized and reputed University;

#### Relevant Experience and Other Requirements

- Ten year's professional experiences in responsible administrative / executive Post preferably in international/regional Organizations;
- Knowledge of the UN and contact Ministries of CIRDAP (CMCs), administrative procedures relating to budget, finance, personnel, travel and procurement.
- Knowledge of management information systems, program and finance systems.
- Highly proficient in English, both written and spoken;
- Ability to write concisely and clearly and to prepare working documents and reports for the Director General, Technical Committee, Executive Committee and Governing Council of CIRDAP;
- Ability to maintain good working relations with government officials and experts working in Rural Development Organization and with Staff members of different nationalities and cultural backgrounds;
- Ability to work under pressure, to plan and follow through to completion, with different activities simultaneously;
- Ability to organize and to develop effective working policies, procedures and relations;
- Demonstrated ability in office management and ability to coordinate and monitor programme implementation;
- Computer literacy;
- Preferably age should be less than 55 years.

#### Salary

Level P-4, Step-1 carries salary of US\$ 27,674 per annum

#### Other Benefits

Accommodation:	CIRDAP will provide you a partly furnished accommodation at an approved monthly house rent in any suitable location within Dhaka city along with a telephone/mobile with the fixed ceiling. However, expenses of gas, water, electricity, cleaning and other services will be borne by you.
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As per provisions under CIRDAP Rules

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Home leave travel for self and family members [maximum four adult fares] after two years.

Residential Telephone:

Residential telephone/mobile with fixed ceiling will be provided.

Others:

As per Staff Rules of CIRDAP

**Application to be sent to:**

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# CENTRE ON INTEGRATED RURAL DEVELOPMENT FOR ASIA AND THE PACIFIC

## PERSONAL HISTORY

## APPLICATION FOR EMPLOYMENT

INSTRUCTIONS : Please answer each question clearly and completely. Type or print in ink. Read carefully and follow all directions. If you need more space, attach additional pages of the same size. Be sure to sign and date the form.

CANDIDATE TO  
AFFIX PHOTOGRAPH  
HERE

1. Family Name First Name Middle Name Maiden Name

2. (A) Present Residence (Specify City, Province or State and Country)

(B) Length of Present Residence

3. Mailing Address :

Telephone Number

4. (A) Place of Birth

(B) Date of Birth (Day, Month, Year)

(C) Citizenship at Birth

(D) Present Citizenship

5. Sex : ☐ Male ☐ Female

6. Marital Status (Check) : ☐ Single ☐ Married ☐ Widow(er) ☐ Divorced ☐ Separated

7. Have you any dependents ? ☐ Yes ☐ No If answer is "Yes", give following information :

Name	Date of Birth	Relationship	Name	Date of Birth	Relationship

8. Have you taken up legal residence status in any country other than that of your nationality ?

☐ Yes ☐ No

If answer is "Yes", which country ?

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

☐ Yes ☐ No If answer is "Yes", explain fully :

10. Have you any near relatives who are employed by a public international organization ? ☐ Yes ☐ No If answer is "Yes", give following information :

Name	Relationship	International Organization

11. For what kind of work do you wish to be considered ?

12. For secretarial / clerical grades only  
Indicate speed in words per minute

	English	French	Spanish	Other language
Typing				
Shorthand				

13. LANGUAGES

(List mother tongue first)

READ

WRITE

SPEAK

Excellent Good Fair Slight Excellent Good Fair Slight Excellent Good Fair Slight

List any special skills you possess and machines and equipment you can use :




14. Employment by the organization may require assignment and travel to any area. Have you any disabilities or reservations which may restrict your activities in this respect ? ☐ Yes ☒ No

If answer is " Yes", specify reasons :

15. Would you accept short-term employment ?

If answer is "Yes", indicate

16. Have you previously submitted an application for employment with an international organization ?

If answer is "Yes", specify organization and date :

17. EDUCATION : Give full details, using the following space insofar as it is appropriate.

(A) University or equivalent

[illegible]

(B) Schools or other formal education or training from age 14 (e.g. high school or apprenticeship).

[illegible]

18. List professional societies and activities in civic, public or international affairs.

19. List any significant publications you have written (do not attach).



20. **EMPLOYMENT RECORD :** Starting with your present or most recent post, list in reverse order every employment during the last ten years and any significant experience not included that period which you believe will be helpful in evaluating your record. Use a separate block for each post. Use additional sheets of paper as required. Include service in the armed force.

Dates		Salaries per annum (Excl. Allowances)		Exact title of your post
From	To (present)	Starting	Present	Duty Station
Name of Supervisor			Allowance etc. +	Type of Business
Name of Employer			Total Tax -	Number and kind of employees supervised by you
Address of Employer			Net Salary =	Reason for leaving, if applicable

Description of your work :

Dates		Salaries per annum (Excl. Allowances)		Exact title of your post
From	To	Starting	Final	Duty Station
Name of Supervisor				Type of Business
Name of Employer				Number and kind of employees supervised by you
Address of Employer				Reason for leaving

Description of your work :

Dates		Salaries per annum (Excl. Allowances)		Exact title of your post
From	To	Starting	Final	Duty Station
Name of Supervisor				Type of Business
Name of Employer				Number and kind of employees supervised by you
Address of Employer				Reason for leaving

Description of your work :



