



Vacancy Announcement

Job Type	: Professional/Regional Recruits
Position	: Director, Social Window
Agency	: SAARC Development Fund Secretariat, Thimphu, Bhutan
Term of Service	: For three years; extendable for a non-renewable period of another three years under exceptional circumstances
Place of posting	: Thimphu, Bhutan.

The SDF Secretariat, hereby, announces vacancy for the position of Director, Social Window for a three (3) year term, extendable for a non-renewable period of another three years under exceptional circumstances.

a. Job responsibilities:

- Seeking, preparing, developing, appraising and implementing 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.
- Providing guidance/inputs and recommendations to the Chief Executive Officer on project selection based on social, financial and managerial aspects of the proposed project.
- Ensuring realization of defined objectives of the approved Social Window projects and the end-use of funds through proper implementation.
- Instituting best practices and approach for Social Window projects.
- Acting 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.
- Project e-management system, portfolio management, virtual project management/development and closing procedures.
- Ensuring that the fund operates under sound banking principles.
- Ensuring that the funds accounts are maintained in accordance with International Accounting standards.
- Leading the team and instilling a culture based on professionalism, fairness, efficiency and accountability.
- Reporting to the CEO and carrying out any other responsibilities assigned by the CEO.



b. Qualification, Skills and experience required:

- i) Interested candidates must
 - Possess a post graduate degree in Finance/Business Administration/Social field from an institution of international repute/recognition (higher professional degree would be an added advantage).
 - Have minimum fifteen (15) years of experience in development, implementation and monitoring/evaluation of social/economic and infrastructure projects in SAARC Countries.
 - 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
- ii) Preference will be given to those with experience in development activities at the field level.
- iii) The candidates must be between 40-50 years of age, and be a bona fide citizen of a SAARC Member State.

c. Remuneration:

- Net (tax free) monthly salary of US\$ 4,691.50 per month (as approved by the Board)
- Accommodation entitlement up to a maximum rental ceiling of US\$ 700 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.

Interested candidates are requested to electronically apply with CV, Employment Form and relevant documents to Officer-in-Charge, SAARC Development Fund at admin@sdfsec.org.