

**VACANCY ANNOUNCEMENT FOR THE POST OF
DIRECTOR GENERAL, CIRDAP FOR THE PERIOD 2016-2020**

DEADLINE FOR SUBMISSION OF APPLICATION BY THE APPLICANT
DIRECTLY TO THE RURAL DEVELOPMENT AND COOPERATIVE DIVISION IS 23 APRIL 2015

Position Title	Level (Grade)	Duty Station	Duration of Assignment
Director General	D-2, Step-1	Dhaka, Bangladesh	04 (Four) Years
<p>Duties and Responsibilities:</p> <p>The Director General of CIRDAP in accordance with the mandate given by the Governing Council (GC) is responsible for carrying out the following functions and responsibilities:</p> <ul style="list-style-type: none"> ➤ Acts as the legal and official representative of CIRDAP. ➤ Directs the work of CIRDAP in accordance with the policies, decisions and Programme of Work and Budget (PWB) adopted by the GC, and under the guidance of the Executive Committee (EC). ➤ Submits the following to the GC at each regular session through the EC: <ul style="list-style-type: none"> i] an annual report on the work of CIRDAP. ii] audited accounts for the previous biennium; and iii] a draft programme of work of CIRDAP and a draft budget of CIRDAP for the following biennium. ➤ Convenes the sessions of the Governing Council (GC), the Executive Committee (EC) and the Technical Committee (TC), and all other meetings of CIRDAP. Provides the secretariat for such meetings and participates in those meetings. ➤ Appoints the Deputy Director General and other staff members of CIRDAP in accordance with the policies and general standards and guidelines laid down by the GC. ➤ Establishes the conditions of employment of the staff subject to the approval of the GC. ➤ Provides leadership in raising funds to support CIRDAP programmes and promotes close relationships with the IRD network countries, donor countries and agencies and other institutions or organizations. 		<p>Qualifications and Experiences:</p> <ul style="list-style-type: none"> ➤ Advanced University degree with specialization in studies and research work related to rural development (RD) and poverty alleviation (PA). ➤ Must be proficient in English both written and spoken. ➤ Twenty years of experience in position of decision making in academic / national / international organizations, including at least seven years of policy level experience in the field of rural development and poverty alleviation. ➤ Should have sufficient background and experience in taking leadership in analyzing the dynamics of RD and PA policies and plans at the national/ international levels in respect of Training, Research, Experimentation, Evaluation and Implementation. <p>Citizenship : Should be a citizen of CIRDAP Member Country.</p> <p>Age :Should be between 45 to 62 years (age not to exceed 62 years on the date of assuming the post, i.e. 6 July 2016)</p> <p>Application to be sent to: <u>Applications with recent CV along with two copies passport size photographs and duly filled-in CIRDAP Personal History Form should be submitted by the applicant directly to the Rural development and Cooperative Division latest by 23 April 2015. Form can be collected free from CIRDAP office, Dhaka [Chameli House, 17 Topkhana Road, Dhaka-1000 or may be downloaded from www.cirdap.org] Or www.rded.gov.bd.</u></p>	
<p>Level D-2, Step-1 carries a salary of US\$ 46,129.00 per annum plus other allowances like Contributory Provident Fund; Group Life Insurance, Group Accident Insurance, Group Sickness Insurance Scheme; Children Education Grant @ US\$ 2400 per child per year for a maximum of two children with effect from 2014 and restricted to two children only studying in Bangladesh; Supplementary Hospitalization Assurance Policy for the spouse & a maximum of three children; Home Leave & Travel for Self and Family Members up to a maximum of five adult fare; fully furnished residence at approved monthly rent ceiling, one Chauffeur driven car including the expenditure of P.O.L; Maintenance of Furniture; Electricity & Water Bills; Telephone for official use; one Cook-Bearer & one Watchperson.</p> <p>As per agreement with Government of the Peoples Republic of Bangladesh: Privileges, immunities and facilities accorded to official representative, the Director General has (1) exemption from taxation on the salaries and emoluments paid by the Centre, (2) immunity, together with their spouse and dependents, the same repatriation facilities in the time of crisis as officials comparable rank of diplomatic mission and the right to import free of duty their furniture and effects, including one car, at the time of first taking up their post in the Centre.</p>			

The Personal History Form can also be downloaded from the CIRDAP website <www.cirdap.org>.


(Sushanta Kumar Kundu)
Deputy Secretary

CIRDAP CENTRE ON INTEGRATED RURAL DEVELOPMENT FOR ASIA AND THE PACIFIC

PERSONAL HISTORY APPLICATION FOR EMPLOYMENT

CANDIDATE TO
AFFIX PHOTOGRAPH
HERE

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.

1. Family Name				First Name	Middle Name	Maiden Name					
2. (A) Present Residence (Specify City, Province or State and Country)						2. (B) Length of Present Residence					
3. Mailing Address :							Telephone Number				
4. (A) Place of Birth			4. (B) Date of Birth (Day, Month, Year)		4. (C) Citizenship at Birth		4. (D) Present Citizenship				
5. Sex : <input type="checkbox"/> Male <input type="checkbox"/> Female		6. Marital Status (Check) : <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widow(er) <input type="checkbox"/> Divorced <input type="checkbox"/> Separated									
7. Have you any dependents ? <input type="checkbox"/> Yes <input type="checkbox"/> No If answer is "Yes", give following information :											
Name		Date of Birth		Relationship		Name		Date of Birth		Relationship	
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.....		
.....		
8. Have you taken up legal residence status in any country other than that of your nationality ? <input type="checkbox"/> Yes <input type="checkbox"/> No If answer is "Yes", which country ?				9. Have you taken any legal steps towards changing your present nationality ? <input type="checkbox"/> Yes <input type="checkbox"/> No If answer is "Yes", explain fully :							
10. Have you any near relatives who are employed by a public international organization ? <input type="checkbox"/> Yes <input type="checkbox"/> No If answer is "Yes", give following information :											
Name				Relationship				International Organization			
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.....						

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 languages						
												Typing									
												Shorthand									
13. LANGUAGES (List mother tongue first)												List any special skills you possess and machines and equipment you can use :									
READ				WRITE				SPEAK													
Excellent	Good	Fair	Slight	Excellent	Good	Fair	Slight	Excellent	Good	Fair	Slight										
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