# Ministry of Local Government, Rural Development & Co-operatives Rural Development & Co-operative Division Bangladesh Secretariat, Dhaka, Bangladesh [www.rdcd.gov.bd]

No- 47.031.024.00.00.014.2010 (Part-2)/398

## 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
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#### Duties and Responsibilities:

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:

- 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:
  - 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.

### Qualifications and Experiences:

Advanced University degree with specialization in studies and research work related to rural development (RD) and poverty alleviation (PA).

Date: 19 March, 2015.

- 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.

#### Citizenship:

Should be a citizen of CIRDAP Member Country.

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)

### Application to be sent to:

Applications with recent CV along with two copies passport size photographs and dully 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.rdcd.gov.bd.

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.

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.

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

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		Fi	irst Na	ame			M	liddle	Name				Maiden Nam	е				
2. (A) Present Res	sidence	∍ (Spe	cify C	ity, Pr	rovince	or St	ate ar	nd Co	untry)		(B	) Len	gth of Present I	Residence				
3. Mailing Address	:														Telepho	one Nu	mber	
4. (A) Place of Birth			7, 1-	(B) I	Date of	Birth	(Day,	Month	ı, Year)		(C)	Citizer	nship at Birth		(D) P	resent	Citizensl	hip
5. Sex : Male		Female	е	<b>6.</b> Mai	rital Stat	us (C	heck)		] Singl	e [	N	/arried	d Wido	ow(er)	Divorc	ed [	Se <sub>l</sub>	parated
7. Have you any de	epende	nts?		Yes			No	If a	nswer i	s "Ye	s", g	jive fo	llowing inform	mation :				
Name				Date	of Birth		Rel	ations	ship			١	lame		Date of I	Birth	Rela	ationship
				*******														
		•••••																
Yes If answer is "Yes",		No countr	ry ?				Yes			No		if ansi	wer is "Yes",	explain fu	lly :			
10. Have you any near	r relative	es who	are en	nployed	d by a pu	ıblic in	iternati	onal o	rganizat	ion ?		Yes	□ No	If answer	is "Yes", g	ive follo	wing info	ormation:
	Na	me						R	elation	ship				Internati	ional Orga	anizati	on	
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11. For what kind o	f work	do yoı	u wish	1 to be	consid	lered	?						12. For second lindicate	retarial / cl				
																Spanish		anguages
													Typing					
13. LANGUAGES		REA	.D			WRI	TE			SPEA	K		Shorthand					
List mother tongue first)	Excellent	Good	Fair	Slight	Excellent	Good	Fair	Slight	Excellent	Good	Fair	Slight		special ski iipment you		sess an	d machin	nes
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Employment by the organization may require your activities in this respect?  If answer is " Yes", specify reasons:	assignme		el to any are	a. Have yo	ou any disab	pilities or reservations which may restric					
<b>15.</b> Would you accept short-term employment ? If answer is " Yes", indicate		Yes 1 to 3 m	onths	N	o to 6 mont	hs 6 to 12 months					
16. Have you previously submitted an application of answer is "Yes", specify organization and of the fall of the specific property of the fall of the specific property of the fall of the specific property of the specific	date :				nization ?	Yes No					
<ol> <li>EDUCATION: Give full details, using the follo</li> <li>(A) University or equivalent</li> </ol>	wing spac	e in sofar a	is it is appro	priate.							
	Years At	tended	De	grees and							
Name and place	From	То		nic Distinct	tion	Main Subjects					
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			***************************************			er e e e e e e e e e e e e e e e e e e					
(B) Schools or other formal education or train	(B) Schools or other formal education or training from age 14 (e.g. high school or apprenticeship).										
Name and place		Туре		Years At	tended	Certificates,					
riame and place		1)   0		From	То	Diplomas Obtained					
And 1992 of 18			***************								
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18. List professional societies and activities in civid	e public or	internation	nal affairs								
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19. List any significant publications you have written	(do not atta	acn).									
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From	Dates	Salaries per a	nnum (Excl. Allowances)	Exact title of your post				
110111			Present	Duty Station				
Name of Su	pervisor		Allowance etc.	Type of Business				
Name of E	mployer		Total Tax	Number and kind of employees supervised by you				
Address of E	mployer		Net Salary	Reason for leaving, if applicable				
Description	of your work :							
	Dates	Salaries per a	nnum (Excl. Allowances)	Exact title of your post				
From	То	Starting	Final	Duty Station				
Name of Sup	pervisor			Type of Business				
Name of En	nployer			Number and kind of employees supervised by you				
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Da	ites	Salaries per annu	m (Excl. Allowances)	Exact title of your post	
From	То	Starting	Final	Duty Station	
Name of Supervis	sor			Type of Business	
Name of Employe	er			Number and kind of employees superv	vised by you
Address of Employe	er			Reason for leaving	
	· ·				
Description of you	ır work :				
<b>21.</b> Have you any	objections to our	making inquiries of	your present employ	rer? Yes	No
22. REFERENCE	S: List three person	ons not related to yo	ou who are familiar v rs listed under item 2	vith your character and qualifications	S
Full Na		Tarries of Supervisor		phone No. if known)	Business or Occupation
00 15041 001	VICTIONS (Include	all convictions other	r than those for min	or violations of road traffic regulation	es)
23. LEGAL CON	Charge	all convictions office	Date	Where tried	Conviction
					ad, giving dates, areas, purposes et
Also state a	ny disabilities whi	ch might limit your	Tield of Work. Find	I appointment will be subject to a	physical examination.
belief Lunders	tand that any fals	e statements or a	to the foregoing quay required informations that the following the follo	ation withheld from this form may	rrect to the best of my knowledge an provide grounds for the withdrawal o
Date ,			Signatu	re	

Be: