

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার  
স্থানীয় সরকার, পল্লী উন্নয়ন ও সমবায় মন্ত্রণালয়  
পল্লী উন্নয়ন ও সমবায় বিভাগ  
প্রশাসন-১ শাখা  
www.rdc.gov.bd



স্মারক নম্বর: ৪৭.০০.০০০০.০৩১.১১.০৩৬.২৩-১৩২৫

তারিখ: ২৮ অগ্রহায়ণ ১৪৩০

১৩ ডিসেম্বর ২০২৩

বিষয়: **Vacancy Announcement of the Director General of CIRDAP for 2024-2028.**

সূত্র: সিরডাপের স্মারক নং-AD-185-937, তারিখঃ ২৭/১১/২০২৩ খ্রিঃ।

উপর্যুক্ত বিষয় ও সূত্রস্থ পত্রের পরিপ্রেক্ষিতে CIRDAP এর মহাপরিচালক এর শূন্য পদে নিয়োগের জন্য আবেদন আগামী ২০/১২/২০২৩ তারিখের মধ্যে এ বিভাগে প্রেরণের জন্য পত্রটির ছায়ািলিপি এতৎসঙ্গে নির্দেশক্রমে প্রেরণ করা হলো।

সংযুক্তিঃ **বর্ণনা** (7500/potrojariAttachmentRef/24077/0/95) **মোতাবেক**  
(7502/potrojariAttachmentRef/24077/0/95)।

১৩-১২-২০২৩

মোঃ আব্দুস সামাদ প্রধান

সিনিয়র সহকারী সচিব

ফোন: +৮৮-০২-২২৩৩৫৫৫৭০

ফ্যাক্স: +৮৮-০২-৯৫১৪২৭৭

ইমেইল: admin1.section@rdcd.gov.bd

বিতরণ :

১) পল্লী উন্নয়ন ও সমবায় বিভাগের আওতাধীন দপ্তর/সংস্থার  
প্রধানগণ।

২) সিস্টেম এনালিস্ট, আইসিটি ইউনিট, পল্লী উন্নয়ন ও সমবায়  
বিভাগ (ওয়েব সাইটে প্রকাশের অনুরোধসহ)

স্মারক নম্বর: ৪৭.০০.০০০০.০৩১.১১.০৩৬.২৩-১৩২৫/১

তারিখ: ২৮ অগ্রহায়ণ ১৪৩০

১৩ ডিসেম্বর ২০২৩

সদয় অবগতি ও কার্যার্থে প্রেরণ করা হল:

১) সিনিয়র সচিবের একান্ত সচিব, সিনিয়র সচিবের দপ্তর, পল্লী উন্নয়ন ও সমবায় বিভাগ  
২) অফিস কপি।

১৩-১২-২০২৩

মোঃ আব্দুস সামাদ প্রধান

সিনিয়র সহকারী সচিব



**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: 26 December 2023**

**Centre on Integrated Rural Development for Asia and the Pacific (CIRDAP)**, an international regional, intergovernmental organization is looking for a senior professional for the position of **Director General for the period of 2024-2028** for its Headquarter located in Dhaka, Bangladesh.

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Functional Title	: Director General
Level	: D-2
Responsible to	: TC/EC/GC
Duty Station	: Dhaka City, Bangladesh
Recruitment Status	: Professional Category
Duration of Assignment	: 04 (four) years

**Background**

CIRDAP was established with the auspices of Food and Agriculture Organization (FAO) of the United Nations on 6<sup>th</sup> 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 CIRDAP is to provide technical support and promote innovative best practices on sustainable IRD amongst member countries in Asia-Pacific in order to improve the lives of the rural people. further details are available at [www.cirdap.org](http://www.cirdap.org).

**Vision**

CIRDAP: To be a Centre of Excellence and multi-level platform for cooperation in knowledge transfer and capacity building for developing countries in integrated rural affairs for sustainable development in Asia and the Pacific Region.

**Position Purpose**

Having 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 by policy formulation, enlarging networking and programme outputs.

**Key Duties and responsibilities**

The Director General of CIRDAP, in accordance with the mandate given by the Governing Council is responsible for carrying out the following duties and responsibilities:

- Acts as the legal and official representative of CIRDAP;
- Directs the work of CIRDAP in accordance with the policies, decisions and programmes of work and budget (PWB) adopted by the Governing Council and under the guidance of the Executive Committee;
- Submits to the Governing Council at each regular session, through the Executive Committee;
  - (a) an annual report on the work of CIRDAP;
  - (b) audited accounts for the previous biennium and
  - (c) draft programme of work of CIRDAP and draft budget for the following biennium
- Convenes the sessions of the CIRDAP Governing Council, Executive and Technical Committee and all other meetings of CIRDAP; provides the secretariat for such meetings and participates in those meetings;
- Appoint the Deputy Director General and other staff members of CIRDAP in accordance with policies and general standards and guidelines laid down by the Governing Council and establishes the Conditions of employment;

## Qualifications

- Postgraduate University degree preferably in Management, Economics or Rural Development related fields;
- Citizen of CIRDAP Member Countries;
- Age: Should be between 45 to 62 years on the date of assuming the post (i.e. 10 Sep 2024);
- Must be proficient in English both spoken and written.

## Knowledge and Experience

- Has proven experience of at least twenty years in relevant rural development fields including at least seven years on leadership, management and policy development at the senior level in the field of rural development and poverty alleviation;
- Sound knowledge in political and rural development socio-economic issues at the regional and international levels; and
- Proven experience in making sound decisions and providing quality advice to higher authorities.

## Competencies

- (i) Result Focused – ensure the outputs in the Strategic Plan are achieved within the time frame;
- (ii) Professional Competencies – has excellent leadership and organising skills and has general understanding in the field of Research, Action Research, Training, Knowledge Management and Administration;
- (iii) Manage Relations and Partnership – have the skills in building effective relationship within the Secretariat and with development partners; and
- (iv) Communication Skills – Excellent command on English in terms of interpretations and conversations.

## Personal Attributes

- (i) Visionary
- (ii) Upholds moral or ethical values
- (iii) Conceptual thinking and the ability to think outside the box
- (iv) Ability to adjust to changes and innovative

## Salary and Other Benefits

Level D-2, Step-I carries a minimum salary of US\$ 71,090 per annum plus other allowances like Contributory Provident Fund; Group Life Insurance, Group Accident Insurance, Group Sickness Insurance Scheme; Children Education Grant @ US\$ 2,400 per child per year for a maximum of 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.

## Application Procedure

Interested applicants should fill up the Personal History Form available in CIRDAP website ([www.cirdap.org](http://www.cirdap.org)) and submit with a cover letter and supporting documents to their respective Contact Ministries which are mentioned in the CIRDAP website and send an e-mail copy to CIRDAP through [dgcirdap@cirdap.org](mailto:dgcirdap@cirdap.org).