



**SAARC ENERGY CENTRE (SEC)  
ISLAMABAD, PAKISTAN**

**Vacancy Announcement**

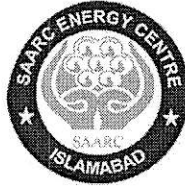
Applications for the following position is invited from the Nationals of SAARC Member States (Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan, and Sri Lanka) for appointment at the SEC, Islamabad, Pakistan.

**a. Research Fellow (Power)**

General Instructions, Terms of Reference (ToR) and prescribed Application Form for the above-mentioned position are available on the SEC website at [www.saarcenergy.org/opportunities](http://www.saarcenergy.org/opportunities). Application, along with scanned copies of supporting documents/testimonials, should be sent by email to [jobs@saarcenergy.org](mailto:jobs@saarcenergy.org). Alternatively, hard copies of application form along with supporting documents/testimonials be sent directly to SEC on the address given below. Please send your applications within 60 days after publishing of this advertisement.

**DIRECTOR**

SAARC Energy Centre,  
H. No. 697, St. No. 43, NPF  
Sector E-11/4, Islamabad 44000 – Pakistan  
Ph: 051-2228804, Fax: 051-2221937  
E-mail: [jobs@saarcenergy.org](mailto:jobs@saarcenergy.org)  
Website: [www.saarcenergy.org](http://www.saarcenergy.org)



**South Asian Association for Regional Cooperation (SAARC)**  
**SAARC ENERGY CENTRE (SEC)**  
House No. 697, Street 43, E-11/4  
National Police Foundation  
Islamabad – Pakistan

**Application Form for Professional Staff**

Position applied for: \_\_\_\_\_

1. Name (as per certificates):  
\_\_\_\_\_

2. Present Postal Address:  
\_\_\_\_\_

3. Mailing Address (If different than the present address):  
\_\_\_\_\_

4. Permanent Postal Address:  
\_\_\_\_\_

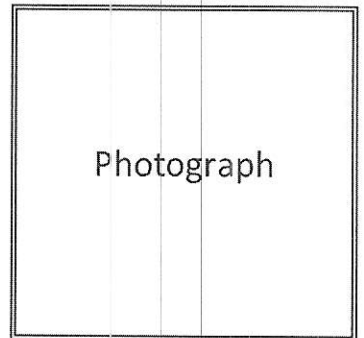
5. Email Id: \_\_\_\_\_ Cell No: \_\_\_\_\_

6. (a) Place of Birth \_\_\_\_\_ (b) Date of Birth \_\_\_\_\_  
Day Month Year

7. (a) Citizenship at Birth \_\_\_\_\_ (b) Present Citizenship \_\_\_\_\_

8. Gender (Please check one):  Male  Female

9. Marital Status (Please check one):  
 Married  Single  Widowed  Divorced  Separated



10. Do you have any dependants?  Yes  No

In case, answer is "Yes", please provide the following information

Name	Date of Birth	Relationship

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

Yes  No

In case, answer is "Yes", which country:

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

Yes  No

If answer is "Yes", please provide details:

13. Academic Qualifications (Please furnish details):

A. General Education: University/College Level

Name and Place of Institution	Degree/Diploma	Year	Duration (Year)	Major Subject(s)

Professional/Computer Education

Name and Place of Institution	Degree/Diploma	Year	Duration (Weeks)	Fields of study

14. State your professional competence in the field of Energy:

15. Language Proficiency (Please check appropriate columns):

Language	Read			Write			Speak		
	Excellent	Good	Fair	Excellent	Good	Fair	Excellent	Good	Fair

16. Working Experience:

A. Experience in energy related assignments

Name & Address of the Organisation	Position	Period	Nature of Work

B. Experience in International/Regional Organisation (if any)

Name & address of the organisation	Position	Period	Nature of work

17. Member of professional institution(s) and relevant activities:

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18. Author of international publications in the relevant field (Please attach or quote reference(s) of the Journal(s), Book(s), etc.):

Sr. No.	Title of Publication	Year	Reference

19. Employment Record (Starting with your present or most recent position. List every employment position during the last ten years and any significant experience not included in that period which, you believe, may be helpful in evaluating your record. Use a separate block for each position. Use additional sheets of paper, if required.):

A. Exact Title of Position	Period		Monthly Salary*		
	From	To	Starting	Present	Allowances

\* Indicate currency of the salary

Name of Supervisor	Number and Kind of Employees Supervised by you	Duty Station

Name and Address of Employer

Description of your work

Reason(s) for leaving, if applicable.

B. Exact Title of Position	Period		Monthly Salary*		
	From	To	Starting	Present	Allowances

\* Indicate currency of the salary

Name of Supervisor	Number and Kind of Employees Supervised by you	Duty Station

Name and Address of Employer

Description of your work

Reason(s) for leaving, if applicable.

C. Exact Title of Position	Period		Monthly Salary*		
	From	To	Starting	Present	Allowances

\* Indicate currency of the salary

Name of Supervisor	Number and Kind of Employees Supervised by you	Duty Station

Name and Address of Employer

Description of your work

Reason(s) for leaving, if applicable.

20. Do you have any objections in making inquiries with your present employer?

Yes

No

21. References (List three persons not related to you who are familiar with your character and qualifications.):

Full Name	Postal & Email Addresses	Occupation

22. Legal Convictions (include all convictions other than those for minor violations of road traffic rules and regulations):

Charge	Date	Where tried	Conviction

23. Please state information regarding any residence or prolonged travel abroad, providing dates, areas, purposes, etc.

24. Please state any disabilities which might limit your field work (final appointment is subject to physical examination):

I certify that the statements made by me in this Application Form are true, complete and correct to the best of my knowledge and belief. I understand that any false statement or any required information withheld in this document may provide grounds for the withdrawal of offer of appointment or dismissal, even if an appointment has already been made and accepted.

Date: \_\_\_\_\_  
*dd month yyyy*

Signature: \_\_\_\_\_

**INSTRUCTIONS:** Please fill up this Application Form completely and clearly. Type or print in ink and dispatch through proper channel. If required, additional pages may be used. Be sure to post your signature and date on this Form.

**CERTIFICATE FROM THE CONCERNED MINISTRY**

I do hereby certify that Dr./Mr./Ms./Mrs. \_\_\_\_\_

\_\_\_\_\_ of the Ministry of \_\_\_\_\_

\_\_\_\_\_

shall be released on deputation to join the SAARC Energy Centre, Islamabad, Pakistan per stipulated date if he/she is appointed as \_\_\_\_\_ by the SAARC Energy Centre (SEC), Islamabad, Pakistan.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
Officer Seal

\_\_\_\_\_  
\_\_\_\_\_

Note: This Certificate is only required for applicant from public sector organizations.

**CERTIFICATE FROM THE CANDIDATE'S EMPLOYER**

I do hereby certify that Dr./Mr./Ms./Mrs. \_\_\_\_\_

Designation \_\_\_\_\_ Department \_\_\_\_\_

shall be released on deputation to join the SAARC Energy Centre (SEC), Islamabad, Pakistan as per stipulated date if he/she is appointed as \_\_\_\_\_ by the SAARC Energy Centre (SEC), Islamabad, Pakistan.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
Officer Seal

Note: This Certificate is only required for applicant from public sector organizations.



**POSITION:- RESEARCH FELLOW (POWER)**

**Job responsibilities include:**

- Undertake independent, quality research and analysis on electricity/ power related aspects such as generation, transmission, distribution, regulation, competitive power market, power interconnection etc.
- Assist the Director SEC with research proposals and conduct analysis on specific topics pertaining to electricity /Power with particular focus on SAARC Energy Ring and cross border electricity trade.
- Interact with relevant regional institutions, policy makers and professionals and manage stake holder's engagement processes particularly in materializing the SAARC Energy Ring;
- Network and communicate effectively with the stakeholders to achieve the objectives of SAARC Energy Centre with respect to power sector;
- Conceive, launch and monitor special project(s) with in domain of power sector;
- Organize, participate and/or make presentations at workshop and conferences hosted by the SAARC Energy Centre;
- Coordinate the outsourcing of short-term research tasks on Power Sector while functioning as a proactive member of the research team.
- Any other assignment(s) delegated by Director.

**Qualification and Experience:**

- Bachelor in Electrical Engineering. Preference will be given to applicants with relevant and higher qualification.
- Minimum 02 years post qualification experience in electricity/power related research/field-level organizations involved in power policy, planning and development, engineering, regulation, generation/transmission/distribution or very similar. Minimum length of required experience may be relaxed for candidates possessing higher or meritorious academic qualification;
- Maximum age not more than 45 years at the time of applying.



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ISLAMABAD**

- Motivation to do research and ability to work independently. Strong analytical abilities as demonstrated by academic achievements and other personal accomplishments;
- Ability to structure strategic analyses, work in small teams, make recommendations and prepare quality reports;
- Have strong initiative and self-motivation for research/field work; ability to effectively work in a multicultural environment;
- Possess excellent communication skills in English both verbal and written;
- Skills in appropriate computer software packages.

**Terms & Conditions:**

**Duty Station:**

The selected candidate will be stationed in Islamabad, Pakistan.

**Tenure:**

The selected candidate will serve SEC for a period of three years, **which may be extended in exceptional circumstances based on the performance, to a maximum period not exceeding three years.**

**Allowances, Facilities and Benefits:**

As per SAARC harmonized rules, if selected as **Research Fellow (Power)** the applicant should be on deputation and his/her salary will be protected by the sending Government of the Member State. Deputation of officials at Regional Centres will not affect their promotion and seniority prospects in their service at home.

**The selected professionals will be eligible for the following allowances:**

**Living Allowance:**

**Research Fellow (Power)** shall be entitled to living allowance of USD 1,253 (50% in US Dollar & 50% in Pak Rupees) per month.

**Accommodation Allowance:**

**Research Fellow (Power)** shall be entitled to unfurnished accommodation within the rental ceiling of USD 708 (payable in Pak currency).

**Furnishing / Settlement Grant:**

The **Research Fellow (Power)** shall be entitled to a one-time lump-sum furnishing / settlement grant of USD 2,000 on first arrival only.

**Children's Education Allowance:**



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Reimbursement of 90% of school tuition fees, including Admission, Registration and other compulsory charges, subject to an annual ceiling of USD 1,500 per child for a maximum of two children between the age of 4 to 21 years i.e. children up to Grade XII/A-level. Reimbursement shall be made on presentation of actual receipt(s) from the concerned educational institutions.

**Medical Coverage:**

**Research Fellow (Power)** shall be entitled to reimbursement of actual expenses on medical treatment for self, spouse and dependent children, subject to an annual ceiling of USD 1,500 including 80% reimbursement of hospitalization charges.

**Home Leave Passage:**

**Research Fellow (Power)** appointed from Member States other than the host country shall be entitled to return economy class Air Ticket for self, spouse and two children once in 3 years after completion of 18 months of continuous service at the Centre.

**Emergency Passage:**

**Research Fellow (Power)** appointed from Member States other than the host country shall be entitled to emergency passage once in their entire term, in case of death of an immediate family member (spouse, parents, children and spouse's parents) of the official.

**Telephone:**

**Research Fellow (Power)** shall be entitled to use telephone at their residences, up to USD 20 per month.