



**SOUTH ASIAN ASSOCIATION
FOR REGIONAL COOPERATION
SECRETARIAT**

Message No. 476 04 176

Reference No. SAARC/ETF/SARCO/Professional Posts-recruitment/2021

The Secretariat of the South Asian Association for Regional Cooperation (SAARC) presents its compliments to the Ministries of Foreign/External Affairs of the Member States of SAARC and has the honour to convey that the SAARC Arbitration Council (SARCO), Islamabad, Pakistan has announced vacancies for its Professional positions of **Deputy Director and Assistant Director (Law)**. A copy of Vacancy Announcements, is enclosed. Further details including the advertisement can also be obtained from the website of SARCO (www.sarco-sec.org)

The Secretariat has further the honour to request the esteemed Ministries to take necessary measures to upload the Vacancy Announcement in the websites of the following offices for wider publicity:

- i. Ministry of Foreign/External Affairs;
- ii. Relevant Ministries and offices;
- iii. Relevant professional's organizations / bodies / institutions; and
- iv. Relevant publicly accessible sites that may be considered appropriate

It may please be noted that the last date for submission of the application is 20th August 2021.

The Secretariat avails itself of this opportunity to renew to the Ministry of Foreign/External Affairs of the Member States of SAARC, the assurances of its highest consideration.

Encls: a.a.

Kathmandu, 06 July 2021



**The Ministries of Foreign/External Affairs,
(SAARC Division),
Member States of SAARC.**

Copy to: DG, SAARC Arbitration Council (SARCO), Islamabad, Pakistan with request to upload on SARCO's website and share this with the GB Members of SARCO.



SAARC ARBITRATION COUNCIL

VACANCY ANNOUNCEMENT

SAARC Arbitration Council (SARCO), a specialized body of the Governments of South Asian Association for Regional Cooperation (SAARC) having its Secretariat at Islamabad, Pakistan is looking for suitable candidates for the following Professional category positions on contract basis from the nationals of SAARC Member States as per the following criteria:

Designation	Place of Work	Qualification	Skills & Expertise
Deputy Director	Islamabad, Pakistan	Bachelor degree in Law from recognized university. Master degree in Law will be added qualification.	A minimum of 07 years Professional experience of which 02 years at Senior Level. Preference will be given to the candidates with the experience in conducting Arbitration & Mediation
ALLOWANCES AND ENTITLEMENTS FOR POST OF DEPUTY DIRECTOR:			
Living Allowance	US\$ 1540.00 (US Dollar One Thousand five hundred forty) per month (50 % US Dollar & 50 % PKR). Deputy Director appointed from Pakistan shall be paid 100% in equivalent Pak Rupees.		
Daily Allowance in lieu of House rent allowance (On first arrival for Non-Pakistani nationals)	In the absence of residential accommodation on first arrival per diem of USD 160.00 per day will be paid in lieu of house rent allowance up to a maximum of 21 days for hotel accommodation. An accompanying spouse and up to two of the dependent children below the age of 21 years will be paid 50 per cent of Daily Allowance during this period.		
Residential Accommodation	Unfurnished accommodation within the rental ceiling of US\$ 787.00 (US Dollar Seven hundred and eighty-seven) in equivalent local currency of PKR per month.		
Furnishing Grant	One time lump-sum furnishing/settlement grant of US \$ 2,000.00 on arrival.		
Children's Education Allowance	Reimbursement of 90% of school Tuition Fees including Admission, Registration and other compulsory charges subject to an annual ceiling of US\$ 1,500.00 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 on presentation of actual receipt.		
Medical Allowance	Reimbursement of actual expenses on medical treatment for self, spouse and dependent children subject to an annual ceiling of US \$ 1,500.00.		
Home Leave Passage	Deputy Director appointed from Member States other than Pakistan shall be entitled to Home Leave Passage for Economy class for self, spouse and two dependent children once in their tenure (3 years) after completing 18 months of continuous service.		

Emergency Passage	Deputy Director appointed from Member States other than Pakistan shall be entitled to emergency passage once in his/her entire term, in case of death of an immediate family member (<i>spouse, parents, children and spouse's parents</i>) of the official.
Telephone	Deputy Director shall be entitled to use telephone at his/her residence, up to USD 20 per month.

Designation	Place of Work	Qualification	Skills & Expertise
Assistant Director (Law)	Islamabad, Pakistan	Bachelor Degree in Law from a recognized university. Master degree in Law will be added qualification.	A minimum of 05 years Professional experience. Preference will be given to the candidates with first-hand experience regarding Arbitration and Conciliation proceedings and Arbitral Tribunal.

ALLOWANCES AND ENTITLEMENTS FOR POST OF ASSISTANT DIRECTOR (LAW):

Living Allowance	US\$ 1253.00 (US Dollar One Thousand two hundred and fifty tree) per month (50 % US Dollar & 50 % PKR). Assistant Director (Law) appointed from Pakistan shall be paid 100% in equivalent Pak Rupees.
Daily Allowance in lieu of House rent allowance (On first arrival for Non-Pakistani nationals)	In the absence of residential accommodation on first arrival per diem of USD 160.00 per day will be paid in lieu of house rent allowance up to a maximum of 21 days for hotel accommodation. An accompanying spouse and up to two of the dependent children below the age of 21 years will be paid 50 per cent of Daily Allowance during this period.
Residential Accommodation	Unfurnished accommodation within the rental ceiling of US\$ 708.00 (US Dollar Seven and eight) in equivalent local currency of PKR per month
Furnishing Grant	One time lump-sum furnishing/settlement grant of US \$ 2,000.00 on arrival.
Children's Education Allowance	Reimbursement of 90% of school Tuition Fees including Admission, Registration and other compulsory charges subject to an annual ceiling of US\$ 1,500.00 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 on presentation of actual receipt.
Medical Allowance	Reimbursement of actual expenses on medical treatment for self, spouse and dependent children subject to an annual ceiling of US \$ 1,500.00.
Home Leave Passage	Assistant Director (Law) appointed from Member States other than Pakistan shall be entitled to Home Leave Passage for Economy class for self, spouse and two dependent children once in their tenure (3 years) after completing 18 months of continuous service.
Emergency Passage	Assistant Director (Law) appointed from Member States other than Pakistan shall be entitled to emergency passage once in his/her entire term, in case of death of an immediate family member (<i>spouse, parents, children and spouse's parents</i>) of the official.
Telephone	Assistant Director (Law) shall be entitled to use telephone at his/her residence, up to USD 20 per month.

BENEFITS ENTITLED FROM NOMINATING GOVERNMENT:

Government employees if nominated/deputed through the Ministry of Foreign/External Affairs of the Member States, will be entitled to continue to receive salaries/allowances from the nominating Government along with joining cost & returning passage for himself & family.

COMMON REQUIREMENTS:

- Clear understanding of Arbitration and ADR on the regional and global context is essential.
- Should be able to work in a mixed culture as part of a team with ability to work under time lines.
- Should have proven background and proficiency in written as well as communicative English.
- Competence in computer use is a requirement with the ability to work independently and to produce result-oriented quality output.
- Unblemished work record.

GENERAL INFORMATION:

- Tenure of the service for both these posts shall be 03 years. The tenure may be extended, in exceptional circumstance, to a maximum period not exceeding three (03) years, as per applicable SAARC Rules.
- For the post of **Deputy Director**, maximum age limit is 55 years (Age may be relaxed in case of extra ordinary qualification and or regional representative but not exceeding 60 years).
- For the post of **Assistant Director (Law)**, maximum age limit is 45 years (Age may be relaxed in case of extra ordinary qualification and or regional representative but not exceeding 50 years).
- Only short-listed candidates shall be called for interview.
- All correspondence in this regard will be made through email and telephone only.
- Scanned copy of the applications containing valid email ID/address and contact telephone number along with all attested academic, experience, character certificates and passport copies in **pdf format** should reach the Director General, SAARC Arbitration Council (SARCO), by email careers@sarco-sec.org with a copy to dirind@saarc-sec.org not later than **20th August 2021**.

**The Director General,
SAARC Arbitration Council, Islamabad-Pakistan (Tel: 0092 51 9266357),
www.sarco-sec.org**