



**SOUTH ASIAN ASSOCIATION  
FOR REGIONAL COOPERATION  
SECRETARIAT**

Fax message no. 036/3/03

No. SAARC/EBO/ SCZMC/Adm/I

The Secretariat of the South Asian Association for Regional Cooperation presents its compliments to the Ministries of Foreign/External Affairs of the Member States of SAARC, and has the honour to circulate herewith a **Vacancy Notification** for the recruitment of **Deputy Director for the SAARC Coastal Zone Management Centre (SCZMC) in Malé, Maldives**. Enclosed are the details of job description, Vacancy notification and Application form.

In this regard, the Secretariat requests the esteemed Ministries to kindly publicize the Vacancy Notification and forward the names of interested applicants to SCZMC by 28 February 2010, under intimation to the SAARC Secretariat.

The Secretariat of the South Asian Association for Regional Cooperation avails itself of this opportunity to renew to the Ministries of Foreign/External Affairs, the assurances of its highest consideration.

Encl: as stated

07 January 2010

Ministries of Foreign/External Affairs,  
SAARC Division/Department,  
Member States of SAARC.





**SAARC Coastal Zone Management Centre**  
4th Floor, Jamaaluddheen Complex, Nikagasmagu, Male', Maldives  
Tel: (960) 3315975/ 3315976/ 3315977 Fax: (960) 3316088  
e-mail: admin@sczmc.org web: www.sczmc.org

January 05, 2010

Ref. No: SCZMC/ SC/ 10/ 002

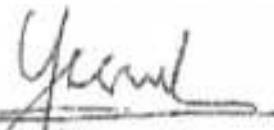
H.E. Dr. Sheel Kant Sharma  
Secretary General  
SAARC Secretariat  
Kathmandu, Nepal

Your Excellency,

The SAARC Coastal Zone Management Centre presents its compliments to Your Excellency and the SAARC Secretariat and has the honour to refer to the Report of the Sixth Governing Board Meeting wherein it was approved to create a post for Deputy Director of the Centre.

Therefore may I bring to Your Excellency's attention the details of Job Description and remuneration for the Deputy Director of the SAARC Coastal Zone Management Centre with a request to kindly facilitate to circulate this notice amongst all Member States, with a deadline for submission of applications convenient to the Secretariat.

The SAARC Coastal Zone Management Centre avails itself of this opportunity to renew to Your Excellency and the SAARC Secretariat the assurances of its highest consideration.

  
M. Shiham Adam  
Director

Post: Deputy Director, SAARC Coastal Zone Management Centre.

Duration: 3 Years.

Qualification, Experience/skills:

1. Post-graduate qualifications or equivalent post-graduate professional development in biological or natural sciences
2. Managerial and technical leadership of a high order in national and international science systems
3. Demonstrated professional competence and mastery of subjects dealt in the Centre
4. Experience of working in the region, in particular the SAARC countries with good network of professionals / administrators in the similar type of institutes in the region.
5. Fluency in English, both written and spoken.

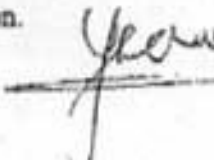

Salary and benefits:

- o Living allowances: US\$ 1202.00 per month.
- o House rent: US\$ 674.00 per month.
- o Daily Allowance for staff for a maximum period of 21 days: Total US\$ 2835.00 in absence of regular accommodation on arrival.
- o Daily Allowance for spouse and children (maximum 02 children) for a maximum period of 21 days: Total US\$ 4252.50 in absence of regular accommodation on arrival.
- o Furnishing/Settlement Grant: Entitled to a one time lump-sum furnishing/settlement grant of US\$ 2000.00 only.
- o Medical allowances: Shall be entitled to reimbursement of actual expenses on medical treatment for self, spouse and dependant children subject to an annual ceiling of US\$ 1,500.00, including 80% reimbursement of hospitalization charges. No reimbursements for medicines purchased without doctor's prescriptions and on optical frames/glasses/lenses, dental treatments like dentures, scaling and surgeries for the purpose of beautification, health care products and health foods.
- o Children Education allowances: Shall be entitled to reimbursement of 90% of school tuition fees including registration, admission and compulsory other charges up to a ceiling of US\$ 1,500.00 per child per year for two dependant children between 5 and 21 years.

Job Description:

Under the general direction of the Director of the Centre the Deputy Director will be will be responsible for the effective planning, development and implementation of SCZMC's programmes. In particular the Deputy Director will:

1. Take leadership in the timely implementation of the work programme and maintain effective communication between the Centre and SAARC Secretariat to update and provide progress of the programme implementation
2. Promote and facilitate cooperation among national, regional and international research organizations to share knowledge and build synergies for the effective assessment, adaptation and adoption of coastal zone management issues;
3. Exercise overall management responsibility including planning, supervising and ensuring implementation of the approved Programme of Work and Budget in the Centre.
4. Represent the Centre at technical meetings in the SAARC Region.



**APPLICATION FORM  
FOR  
SAARC COASTAL ZONE MANAGEMENT CENTRE (SCZMC)**

Photo

---

**INSTRUCTIONS:** Please fill up the form completely and clearly. Type or print in ink. If needed additional pages may be attached. Be sure to sign and date the form.

---

1. Full Name (as per Certificates):

---

Present Address:

Contact details (Tel. & Fax No.):

---

Mailing Address:

Email:

---

Permanent Address:

---

2. (a) Place of Birth: (b) Date of Birth:

---

3. (a) Citizenship at birth: (b) Present Citizenship:

---

4. Sex (Check): Male  Female

---

5. Marital Status (Check): Married  Divorced  Single   
Widowed  Separated

---

6. Have you any dependants? Yes  No

If the answer is 'Yes', give the following information:

Name	Date of Birth	Relationship

7. Have you taken up legal residence status in any country other than that of your nationality? Yes  No   
If the answer is 'Yes' which country?

---

8. Have you taken any legal steps towards changing your present nationality?  
Yes  No

If the answer is 'Yes' explain fully

---

9. Education; Furnish details

A. General Education: University/ College Level

Name and Place	Degree/ Diploma	Year	Main Subject (s)

B. Professional Education/ Experience:  
General Education: University/ College Level

Name and Place of Institute	Degree/ Diploma	Year	Fields of study

10. Language Proficiency (Check)

	Speaking			Writing			Reading		
	Excellent	Good	Fair	Excellent	Good	Fair	Excellent	Good	Fair

11. Experience in Regional or International Organizations:

Name and Address	Position	From-To	Nature of Work

12. List of Professional societies and activities in civic, public or international affairs

13. Employment Record: Starting with your present or most recent post, list in reverse order every employment during the last ten years and any significant experience included in that period which you believe will be helpful in evaluating your record. Use a separate block for each post. Use additional sheets of paper as required.

Date: \_\_\_\_\_ Salaries per annum (Excl. allowances) \_\_\_\_\_ Exact title of the post \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Allowances, etc \_\_\_\_\_ Duty Station: \_\_\_\_\_

Name of Employer: \_\_\_\_\_ Total Tax: \_\_\_\_\_ Number and kind of employees supervised by you: \_\_\_\_\_

Address of Employer: \_\_\_\_\_ Net Salary: \_\_\_\_\_ Reason for leaving (If applicable): \_\_\_\_\_

---

Description of your work:

---

14. Have you any objections to making inquiries with your present employer?

---

15. References: List three persons not related to you who are familiar with your character and qualification.

Full Name	Address and Tel/ e-mail	Occupation

16. Legal convictions (include all convictions other than those for minor violations of road traffic qualifications); if any:

Charge	Date	Where tried	Conviction

17. State any other relevant facts, include information regarding any residence or prolonged travel abroad, giving dates, areas, purposes, etc. Also state any disabilities which might limit your field of work. Final appointment will be subject to physical examination.

Dates	Area	Purposes

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

Date:

Signature:

Place:

Name in block letters:

## SAARC Coastal Zone Management Centre

4<sup>th</sup> Floor, Jamaaluddeen Complex, Nikagasmagu, Male', Maldives

Tel: (960) 3315975/ 3315976/ 3315977 Fax: (960) 3316088

e-mail: admin@sczmc.org web: www.sczmc.org

January 05, 2010

Ref. No: SCZMC/ SC/ 10/ 002

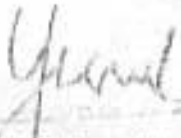
H.E. Dr. Sheel Kant Sharma  
Secretary General  
SAARC Secretariat  
Kathmandu, Nepal

Your Excellency,

The SAARC Coastal Zone Management Centre presents its compliments to Your Excellency and the SAARC Secretariat and has the honour to refer to the Report of the Sixth Governing Board Meeting wherein it was approved to create a post for Deputy Director of the Centre.

Therefore may I bring to Your Excellency's attention the details of Job Description and remuneration for the Deputy Director of the SAARC Coastal Zone Management Centre with a request to kindly facilitate to circulate this notice amongst all Member States, with a deadline for submission of applications convenient to the Secretariat.

The SAARC Coastal Zone Management Centre avails itself of this opportunity to renew to Your Excellency and the SAARC Secretariat the assurances of its highest consideration.



M. Shiham Adam  
Director