



Chief Executive Officer

Job Type	: Professional/Regional Recruits
Position	: Chief Executive Officer
Agency	: SAARC Development Fund (SDF) Secretariat
Term of Service	: For five years; extendable by another term of five years
Place of posting	: SDF Secretariat, Thimphu, Bhutan.

The SAARC Development Fund (SDF) Secretariat, established in 2010 is the umbrella financial institution of the South Asian Association for Regional Cooperation (SAARC). The SDF Secretariat based in Thimphu, Bhutan undertakes and implements projects and programmes under its three windows: Social, Economic and Infrastructure in fulfillment of the greater developmental goals of the SAARC region.

Key Responsibilities:

The Chief Executive Officer of SDF shall:

- Be the chief of the operating staff of the SDF Secretariat and will be responsible for the day-to-day business of SDF under the direction of the Board of Directors (BoD);
- Be responsible for the management of the organization in accordance with the Rules and Regulations;
- Steer SDF's work, including decisions on investments, loans, guarantees and technical assistance;
- Be the ex-officio member of the BoD;
- Be accountable to SDF Board in the discharge of his/her official responsibilities;
- Be responsible for timely implementation and monitoring of the approved projects in close coordination with the SDF Member States and SAARC Secretariat;
- Be responsible for preparing and submitting Annual Report/Progress Report to the BoD in time; and
- Be the legal representative of SDF.



Eligibility Criteria:

Experience:

Essential:

A minimum of fifteen (15) years of proven track record in a financial institution of international/regional/national standing, and/or in development project and financial management in public sector, with at least five (5) years' experience in a leadership role.

Desirable:

Experience of dealing with the developmental challenges and opportunities faced by the developing economies, preferably in the SAARC region

Experience in Project Appraisal and Budget/Portfolio Management would be an added advantage.

Education:

Essential:

Post Graduate Degree in Finance/Business Administration/Economics.

Desirable:

An advanced degree in Business Management, Public Administration or Public Policy would be an advantage.

Age Limit:

Candidates should be between 45 – 55 years of age

Citizenship:

A bona fide citizen of any Member State of SAARC.

Remuneration and allowances:

The CEO would be paid a remuneration of US\$ 6,600 [US Dollars Six thousand six hundred (tax-free)] with accommodation, transport, and other admissible allowances and benefits as per the relevant rules of SDF.



Privileges and Immunities:

The CEO may enjoy applicable privileges and immunities, as per the Headquarters Agreement between the Royal Government of Bhutan and SDF.

Tenure:

The term of office of the CEO will be five years, extendable by another term of five years.

If you meet the above criteria and are confident to lead the SAARC Development Fund, please submit your application, CV and work experience certificates to:

Officer-In-Charge, SAARC Development Fund at Email: recruitment@sdfsec.org

The application form can be downloaded from <https://www.sdfsec.org/work-with-us/careers/>

Due to the volume of the applications, only shortlisted candidates will be notified. The SDF Board will conduct the presentation and interview the shortlisted candidates for final selection.