


No. 5(9)/2018-MoC
Government of Pakistan
Ministry of Commerce & Textile
Commerce Division
<><><>

Islamabad, the 21st June, 2018.

CIRCULAR

Subject: - **APPOINTMENT OF DIRECTOR RESEARCH.**

A self explanatory Circular of Establishment Division alongwith its enclosures dated 7th June, 2018 on the above subject is enclosed herewith for uploading on the website of this Division for information of officers.


(Ali Qayyum Raja)
Deputy Director (MoC)

**GOVERNMENT OF PAKISTAN
ESTABLISHMENT DIVISION
AHK NATIONAL CENTRE FOR RURAL DEVELOPMENT
(PARK ROAD, CHAK SHAHZAD)

F.No. 1(4)/2015-16/IL.Trg.

Islamabad, the 07th June, 2018

CIRCULAR

Subject: **APPOINTMENT OF DIRECTOR RESEARCH**

The undersigned is directed to refer to the subject noted above and to say that Centre on Integrated Rural Development for Asia and the Pacific (CIRDAP) has announced position of Director Research. This post is to be filled in by suitable officer fulfilling requisite criteria relating to qualification/experiences/responsibilities/skills set having relevance. Vacancy announcement letter/personal history form sent by CIRDAP is also enclosed.

2. It is requested nomination/applications of suitable officer on prescribed proforma/format along with CV/requisite documents, under administrative control of Ministries/Divisions within Federal Government and Provincial Government, if any, may be forwarded to the **Director General, AHK NCRD, latest by 23rd June, 2018**. Further details/documents can also be checked/downloaded Personal History from the CIRDAP website www.cirdap.org


(SABA SALEEMI)
Deputy Director (T-II)
Ph: 051-9255153

1. Secretary, President's Secretariat, Islamabad.
2. Secretary to the Prime Minister, Prime Minister's Office, Islamabad
3. All Secretaries, Federal Ministries/Divisions, Islamabad/Rawalpindi.
4. Secretary, National Assembly Secretariat, Islamabad.
5. Secretary, Senate Secretariat, Islamabad.
6. Secretary, Federal Public Service Commission, Islamabad.
7. Secretary, Election Commission of Pakistan, Islamabad.
8. Chairman, Higher Education Commission, Islamabad
9. Chief Secretary, Government of Punjab, Lahore.

10. Chief Secretary, Government of Sindh, Karachi.
11. Chief Secretary, Government of Kyber Pakhtunkhwa, Peshawar.
12. Chief Secretary, Government of Balochistan, Quetta.
13. Chief Secretary, Government of AJ&K, Muzaffarabad.
14. Chief Secretary, Government of Gilgit Baltistan, Gilgit.
15. Chairman, Planning and Development Board, Govt. of Punjab, Lahore.
16. Chairman, Planning and Development Board, Govt. of Sindh, Karachi.
17. Additional Chief Secretary, Planning & Development Deptt., Govt. of Kyber Pakhtunkhwa, Peshawar.
18. Additional Chief Secretary, Planning & Development Deptt., Govt. of Balochistan, Quetta.
19. Additional Chief Secretary, Planning & Development Dett., Govt. of AJ&K, Muzaffarabad.
20. Secretary, Planning & Development Department, Govt. of Gilgit Baltistan, Gilgit.
21. Additional Chief Secretary, FATA Secretariat, Peshawar.



CIRDAP

CENTRE ON INTEGRATED RURAL DEVELOPMENT FOR ASIA AND THE PACIFIC

(An Inter-Governmental Organization for prosperous Rural Communities)

AD. 173 - 149
13th February, 2018

Subject: Appointment of Director Research.

Greeting from CIRDAP!

I would like to advise that CIRDAP is advertising the vacant position of Director Research in its website: www.cirdap.org. A copy of Vacancy Announcement Notice and CIRDAP Personal History Form to be filled by the Applicant are enclosed as Annex-1 for information.

Based on the above information, I would like to request your good office to notify relevant Government Ministries, Professional Institutions and others in your country.

Furthermore, we kindly request if the Vacancy Announcement Notice is also advertised in the main daily Newspaper (a copy of Vacancy Announcement Notice is enclosed as Annex-2). We are grateful, if your Ministry could extend its support to CIRDAP by bearing the cost of this advertisement.

Please submit at least of three most qualified Applicants with recent CVs and filled-in Personal History Form by 31st May, 2018 to the Director-General, CIRDAP.

The soft copy of Vacancy Announcement Notice and Personal History Form can also be downloaded from the CIRDAP website www.cirdap.org.

Looking forward to your support.

Yours sincerely,

Tevita G. B. Taginavulau
Director General

Encl: As above

Mr. Maroof Afzal
Secretary
Establishment Division
Ministry of Establishment
Government of Islamic Republic of Pakistan
Cabinet Block, Pak. Secretariat
Islamabad, Pakistan

Cc.

(i) **H.E. Mr. Shahid Khaqan Abbasi**
Prime Minister of Pakistan (Minister In-charge of Establishment Division)
Ministry of Establishment
Government of Islamic Republic of Pakistan

(ii) **Mr. Fida Muhammad Wazir**
Director General
Akhtar Hameed Khan National Centre for Rural
Development & Municipal Administration (AHK NCRD & MA)
Park Road, Chak Shahzad, Islamabad, Pakistan

Mail : Chameli House, 17 Topkhana Road, GPO Box 2883, Dhaka-1000, Bangladesh. Phone : PABX : 880-2-9558751, 9559686, 9586509-10
Fax : 880-2-9562035, 9571880, E-mail : dg@cirdap.org, administration@cirdap.org, infocom@cirdap.org, training@cirdap.org,
research@cirdap.org, ppd@cirdap.org, Web : www.cirdap.org



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: 30th April, 2018

Centre on Integrated Rural Development for Asia and the Pacific (CIRDAP), a regional, intergovernmental organization is looking for a senior professional with 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. Accordingly, applications for the position of **DIRECTOR RESEARCH** are invited for its Headquarters located in Dhaka, Bangladesh are invited.

[Women candidates of CIRDAP Member Countries (CMCs) are encouraged to apply].

Functional Title	: Director Research
Level	: P-4
Organization	: Centre on Integrated Rural Development for Asia and the Pacific
Division	: Research Division
Location	: Dhaka City, Bangladesh
Recruitment Status	: Professional Category
Duration of Assignment	: Initially for a period of 03 (three) years including one year probation

Background

CIRDAP was established with the auspices of Food and Agriculture Organization (FAO) of the United Nations on 6th 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.

Position Purpose

The Director Research supports the Director General by conducting research on CIRDAP Focus areas under the Sustainable Development Goal and identifies areas for further research, pilot projects and training.

Key Duties and responsibilities

Under the direct supervision of the Director General of CIRDAP, the staff member is responsible for carrying out the following duties and responsibilities:

- (i) Determine relevant thematic topics from CIRDAP Focus areas and conduct researches;
- (ii) Develop thematic topics from Research findings for further research, pilot projects, training and other related activities;
- (iii) Develop proposals for funding consideration by potential donors;
- (iv) Ensure efficient and effective management of Research programme activities through proper identification, implementation, monitoring & evaluation and regular reporting of research activities;
- (v) Ensure to strengthen collaboration with existing CIRDAP Link Institutions (CLIs), existing development partners and establish new partnerships with reputable Research institutions;
- (vi) Support Director Administration and Finance in the overall administration of the Research Division; and
- (vii) Perform other duties and responsibilities assigned by the Director General.

Qualification:

- (i) Relevant Master's Degree preferably with Doctoral from a recognized University;
- (ii) Minimum 5 years' experience in the field of research;
- (iii) Some experience in other fields would be advantage;
- (iv) Have published Books and Journals on research work; and
- (v) Citizen of CIRDAP Member Countries.

Competencies:

- Having research knowledge and skills and ability to write good Research proposals and reports ;
- Good in communication skills and able to relate well with others;
- Able to demonstrate good management and leadership skills;
- Having sound knowledge and skills and experience on programme management;
- Ability to establish and network with stakeholders;
- A good planner and organizer;
- Able to demonstrate the values of Diligence, Integrity, Transparency & Accountability whilst executing duties;
- Below 60 years, preferably not exceeding 57 years.

Salary & Other Benefits

Level P-4 (Step-I to IV) carries base salary of US\$ 36,842 to US\$ 39,664 per annum plus other allowances like, Contributory Provident Fund, Group Life Insurance, Group Accident Insurance, Group Sickness Insurance Scheme, Supplementary Hospitalization Assurance Policy for the spouse and a maximum of 03 (three) children, Children Education Grant, Annual Leave 30 days, Travel to Home Country once in two years along for Self & Family Members up to a maximum of five adult fare and Partly Furnished Accommodation at an approved monthly rent etc. However, Staff Rules and Benefits are under review.

Application to be sent to:

Applications with recent CV along with a passport size photograph and filled-in CIRDAP Personal History Form (available in CIRDAP website: www.cirdap.org) should be submitted by the Applicant directly to the Contact Ministry of the respective country for endorsement and a copy to the Director General, CIRDAP through E-mail: dgcirdap@cirdap.org

(The Management of CIRDAP reserves all the right to make any decision without assigning any reason whatsoever)



NCRD Training Wing <ncrdtraining@gmail.com>

Fw: Director Research Vacancy

1 message

ssaleemi <ssaleemi@yahoo.com>

To: ncrdtraining@gmail.com, sabi012010@gmail.com

Mon, Jun 4, 2018 at 1 40 PM

Sent from my Samsung Galaxy smartphone.

----- Original message -----

From: Israr Mohammad Khan Khawajikzai <israrkhan4@hotmail.com>

Date: 04/06/2018 13:23 (GMT+05:00)

To: Abdur Razzaq NCRD <arazaq62@yahoo.com>, ssaleemi@yahoo.com, mzkhan.ele@gmail.com

Subject: Fw: Director Research Vacancy

Please put up this on file.

Thnaks!

From: Tomasi Vasulailai Raiyawa <tomasi@cirdap.org>

Sent: Sunday, June 3, 2018 10:17 AM

To: secretary@establishment.gov.pk

Cc: israrkhan4@hotmail.com

Subject: Director Research Vacancy

Dear Director General

Greetings to you Sir. I hope this correspondence finds you in good health.

This is a follow up to a letter dated on the 13th February, 2018 (attached) sent to your high office relating to the above subject.

The request is that all applicants are to apply through their contact Ministries which will endorse the applications and select at least three of most qualified applicants; before forwarding their names with particulars to the Director General, CIRDAP on e-mail dgcirdap@cirdap.org.

We have extended the date of submission to the DG/CIRDAP to the 30th June, 2018.

We sincerely hope this is clearly understood and please refer any questions to the same e-mail address

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Bless You.

Tomasi V. Raiyawa

Principal Executive Officer/ Executive Support Unit

DG Office

Centre on Integrated Rural Development for Asia and the Pacific (CIRDAP)

Chameli House, 17 Topkhana Road,

Dhaka-1000, Bangladesh

Mobile: +88 01784961019

www.cirdap.orgfacebook.com/cirdap

Director Research Vacancy (Pakistan).pdf

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