



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**