SAARC Tuberculosis & HIV/AIDS Centre (STAC)
Kathmandu, Nepal

Vacancy Announcement

Detail information on Qualification, Experiences, Job description and other information related to the Post of Deputy Director

Post : Deputy Director (One)

Period : Three years

Minimum Qualifications:

a) Medical Graduation, M.B.B.S.
b) PostGraduation/Master Degree in Tuberculosis or related subject

d) Experience and skills with database and statistical analysis

e) Experience in facilitating national level trainings for TB or HIV/AIDS considered an asset.

Experience:

a) At least 10 years experience in TB Control Programme activities.
b) At least 2 years experience in national HIV/AIDS Control Activities.
c) Experience in research design, planning, implementation of national TB and HIV/AIDS activities, monitoring and evaluation the programme.
d) Experience in facilitating national level trainings for TB or HIV/AIDS considered an asset.

e) Experience in research design, planning, implementation of national TB and HIV/AIDS activities, monitoring and evaluation the programme.

Job Description:

a) to collect, collate, analyze and disseminate all relevant information regarding the latest development and findings in field of tuberculosis and HIV/AIDS in the Region and elsewhere.
b) to design and organize activities on Research, Training and Epidemiology.
c) to promote and coordinate action for prevention and control of TB and HIV/AIDS in the region.
d) to monitor incidence, prevalence and emergency of resistance strain of TB and HIV/AIDS in the Region.
e) To establish & strengthening networking arrangement in the TB and HIV/AIDS in the Region.
f) to harmonize policies and strategies on TB and HIV/AIDS in the Region.
g) to provide technical guidance/support to other professionals at the Centre and collaborating institutions.
h) to develop and publish scientific publications.
i) to assist the Director in the Centre’s calendar of activities.
OTHER INFORMATION/TERMS AND CONDITIONS

I. Allowances and other facilities of the Professional Staff as per the Harmonized Provisions relating to the Financial and Administrative matters of the SAARC Regional Centres

The sending Member Governments would bear the following costs associated in respect of the Professional Staff of the SAARC Regional Centres:

The sending Member Governments shall continue to pay salaries of the Professional staff of the SAARC Regional Centres and shall bear all costs associated with the joining and return passage of the professional staff and of their accompanying entitled family members and transportation of personal effects, including packing, handling and insurance charges in accordance with their respective rules and regulations.

The Professional Staff of the SAARC Regional Centres, shall be entitled to the following allowances out of the Institutional Cost Budget of the Centres:

i. Daily Allowance in lieu of House Rent Allowance;

The Director shall ensure accommodation for the Professional Staff before his/her arrival. In the absence of residential accommodation on first arrival, the Professional Staff shall be entitled to daily allowance as per the rates applicable to the centre concerned up to a maximum of 21 days from the date of arrival in Kathmandu. An accompanying spouse and up to two of the dependent children below the age of 21 years will get 50% of daily allowance. The daily Allowance applicable for SAARC Capitals as per the Financial Rules of SAARC Regional Centres. The Centre shall try to find and finalize lease deed for suitable accommodation within this period of time. In case a suitable accommodation is not available within this period, the actual cost of hotel accommodation may be reimbursed to the Professional Staff subject to his/her entitled rental ceiling.

Provided that the professional Staff recruited from the Host Government shall not be entitled to Daily Allowance.

ii. Furnishing/Settlement Grant;

The Professional Staff shall be entitled to a one time lump-sum furnishing/settlement grant of US$ 2000.00 (Two Thousand) only.

iii. Living Allowances

The Living Allowance payable to the Professionals Staff (Deputy Director) of the Centre would be US$ 1375.00 (One Thousand three hundred seventy five dollar only) . 50% of the Living Allowance of the Professional Staff shall be paid in US dollars and the remaining 50% shall be paid in local currency. The conversion of US dollars shall be the official buying rate of exchange prevailing on the first day of every month.

iv. Residential Accommodation;
The Professionals Staff shall be entitled to unfurnished accommodation within the rental ceiling US$ 595.00. (Five Hundred ninety five only) in equivalent local currency. These rates are applicable in case of new leases and leases to be renewed. All lease agreements pertaining to the residences of the Professional Staff shall be signed by the Centre with the Lessors and payment of House Rent shall be made directly by the Centre to the Lessors.

v. Children Education Allowance

Professional staff shall be entitled to reimbursement of 90% of school Tuition Fees, including Admission, Registration and other compulsory charges, subject to an annual ceiling of US$ 1,500 per child for a maximum of two children up to Grade XII/ A-level. Payment of such charges shall be made directly to the Educational Institution or, reimbursement would be made on presentation of actual receipts from the concerned educational institutions. This Allowance will not be admissible in respect of children undergoing graduate/post-graduate education and for correspondence courses, private tuitions, vocational training or an apprenticeship and part-time or evening education. Any expenditure on uniforms, stationery, books, transport, hostel charges and non-compulsory extra curricular activities shall not be admissible. Education Allowance would be admissible for the children studying in the country of duty or left behind in home country of the professional staff. The minimum age of school going children for payment of this allowances will be 4 (four) years.

vi. Medical Facilities;

Professional staff shall be entitled to reimbursement of actual expenses on medical treatment for self, spouse and dependent children, subject to an annual ceiling of US$ 1,500, including 80% reimbursement of hospitalization charges. No reimbursement shall be made for medicines purchased without doctor's prescriptions and on optical frames/glasses/ lenses, dental treatments e.g. dentures, scaling, surgeries for the purposes of beautification, health care products and health foods.

vii. Home Leave Passage:

Professional staff shall be entitled to Home Leave Passage in economy class for self, spouse and two dependent children once in their tenure and only after completing eighteen months’ of continuous service. Second Home Leave Passage can be admissible only if the tenure of the Professional staff is extended for another full term and he/she has completed eighteen months in the extended period. No daily allowance or any expenditure on account of stop-overs and transfer charges from and to airport shall be entitled.

Professional staff may opt to avail home leave passage for self, spouse and children to a third country provided that the cost of such passage is limited to the cost of return airfare, including the taxes, by economy class from the Seat of the Regional Centre to the declared home town and return.
viii. **Emergency Passage:**

Professional staff appointed from Member States other than the host country may be given emergency passage once in their entire term, in case of death of an immediate family member (spouse, parents, children and spouse’s parents) of the official.

ix. **Death on Duty:**

In case of death of an official, the next-of-kin of the deceased may be granted an ex-gratia payment an equivalent to three month’s basic salary of the official as an immediate relief.

x. **Telephone:**

Professional staff shall be entitled to use of a telephone at their residences, except for private long distance calls within and outside respective host countries. Each Professional staff will maintain a Register for his/her long distance calls. A monthly ceiling of US$ 20 will be applicable for the residence phone. Such ceilings shall not include monthly rent.

However, in case of the Professionals from the host country who are appointed on a temporary basis against the vacant posts for a maximum period of one year, they will be entitled to the Living allowance, Residential Accommodation, Medical facilities and Telephone for the specific Professional category applicable to the concerned Regional Centre. No other Allowance shall be admissible.

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Detailed information on appointment procedures, terms & conditions etc. is available at the SAARC Division, Ministry of Foreign/External Affairs, Member States of SAARC. The duly filled Application FORM & supporting documents for the post with the recommendation of competent authorities should reach the Director of the SAARC Tuberculosis and HIV/AIDS Centre, Thimi, Bhaktapur, P.O.Box No. 9517, Kathmandu, Nepal through the Ministry of Foreign/External Affairs of the respective Member State within 28 February, 2020