



Vacancy Announcement

Job Type	: Professional/Regional Recruits
Position	: Director, Economic & Infrastructure Window
Agency	: SAARC Development Fund Secretariat, Thimphu, Bhutan
Term of Service	: For three years; extendable for a non-renewable period of another three years under exceptional circumstances
Place of posting	: Thimphu, Bhutan.

The SDF Secretariat, hereby, announces vacancy for the position of Director, Economic & Infrastructure Window for a three (3) year term, extendable for a non-renewable period of another three years under exceptional circumstances.

(a) Job responsibilities:

- Project Initiation, identification of bankable projects & conception, planning, scrutinizing, projects management under Economic & Infrastructure Windows from all SAARC Member States based on sound analysis with emphasis on periodic Monitoring and Evaluation. Projects must lead to regional integration and fulfilment of the SDF Charter.
- Formulation of strategies & action plan for Economic & Infrastructure (E&I) windows in consultation with CEO.
- Actively seeking and soliciting investment projects in the SAARC Member States and initiate with the CEO's guidance and approval discussions with Local, National/Regional and International Banks/Funding/Development Institutions to explore and identify models to fund projects in the region.
- Responsible for exploring the possibility of funding of projects after due appraisals which meet the criterion of SDF, subject to approvals of CEO & Board and; monitoring the implementation of projects.
- Mobilization of funds for Economic and Infrastructure projects under the guidance of CEO.
- Project execution, documentation and monitoring all aspects of project management.
- Responsible for project e-management systems, portfolio management, virtual Project Management/Development/ and closing procedures.
- Preparing reports on projects periodically.
- Providing advice, inputs and recommendations to the Chief Executive Officer including proposed pricing structure to be adopted by SDF pertaining to sovereign,



non-sovereign and concessional loans on project selection based on technical and commercial viability of the project including economic, infrastructure, financial and managerial aspects of the proposed project.

- Management of credit / risk & investment.
- Instituting best practices and approach using international ISO standards for E&I Windows projects.
- Setting up the credit business of SDF and, in particular, ensuring effective management of the two investment windows namely Economic and Infrastructure Windows of the Fund.
- Documenting and updating the Credit policy including limits, SDF Pricing, risk policy, project loans, credit guarantees, term sheets, the funding strategy for SDF.
- Initiating discussions with reputed Rating Agencies for rating of SDF and explore different models to achieve SDF objectives for funding projects.
- Working on fundraising opportunities from MDBs & strategies to be structured for raising funds from capital market.
- Exploring the possibility of co-financing of projects in collaboration with national, MDBs, regional organizations to maximize development impact in keeping with Section 10(1)(vi) of the SDF charter.
- Liaising & coordinating with target institutions & stakeholders in SAARC Member States under guidance of CEO.
- Preparing comparative summary on findings in comparison to MDBs, IFIs and regional banks on terms & conditions of funding mechanism.
- Developing policies and procedures along with the systems creation for project financing.
- Reporting to the CEO and carrying out any other responsibilities assigned by the CEO.

(b) Qualification, Skills and experience required:

i) Interested candidates must

- Be certified Chartered Accountant or possess a post graduate degree in Project Management/Development/Investment/Credit/Fund Management/Finance/Business Administration/Economics from an Institution of National & International repute/recognition (higher professional degree would be an added advantage).
- Have minimum 15 years of post-qualification practical experience in core credit operations, with at least five (5) years in project financing and fund management at regional supervisory level.



- Have excellent understanding of the developmental needs of the SAARC region and be up-to-date with latest developments in the economic, infrastructure and financial sector.

ii) Preference will be given to those with experience in development activities at the field level combined with certain number of years in a financial institution.

iii) The candidates must be between 40-50 years of age, and be a bona fide citizen of a SAARC Member State.

(c) Remuneration:

- Net (tax free) monthly salary of US\$ 4,691.50 per month (as approved by the Board)
- Accommodation entitlement up to a maximum rental ceiling of US\$ 700 per month,
- Education allowance for two children up to class 12 or equivalent,
- Medical reimbursements for self and family,
- One time furnishing/ settlement allowance of US\$ 3,000,
- Home leave passage for self and family once in 18 months and reimbursement of other admissible joining expenses,
- Duty free purchase/import privileges in Bhutan.

Interested candidates are requested to electronically apply with CV, Employment Form and relevant documents to Officer-in-Charge, SAARC Development Fund at admin@sdfsec.org.