



SAARC Agriculture Centre (SAC)

BARC Complex, Farmgate, Dhaka – 1215, Bangladesh

VACANCY ANNOUNCEMENT

(Only Bangladeshi nationals)

General Services Staff under SAARC Agriculture Centre (SAC)

A) Post	:	Driver
Age	:	Not more than 30 (Thirty) years.
Duty Station	:	Dhaka, Bangladesh
Closing Date	:	19 February 2026
Date of Joining	:	Thirty (30) days from the date of issue of offer letter.
Duration	:	Three years which may be extendable based on satisfactory performance (one year of probationary Period).

Brief Job Description:

- Undertake journey in the allotted vehicles as instructed by the authority.
- Check vehicle daily like check oil, water, battery, breaks, etc. to ensure that the vehicle is maintained in good condition.
- Perform minor and routine maintenance on assigned vehicles, identify and report maintenance problems to the reporting officer.
- Follow all rules and regulations in relation to the Bangladesh Road Transport Authority (BRTA) and ensure the safety of passengers through safe driving practices.
- Maintain the cleanliness of the interior and the exterior of the assigned vehicles.
- Make sure the prompt reporting to supervisor of any damage or repair needed to the assigned vehicle/maintaining of accident reports and informing the supervisor about any such incident.
- Managing delivery and pick-up schedules as directed by the reporting officer.
- Completing logbooks or trip reports as required and instructed by supervisor and provide logistic support wherever required.
- Have high regard and respect for teamwork. Sensitive to gender, race, religion, ethnicity etc.
- Perform other duties, as assigned.
- Maintaining Protocols as required.

Academic Qualification, Experience & others:

- SSC or equivalent qualification.
- Having valid Bangladeshi driving license with at least 5 (five) years of driving experiences.
- Basic communication skills in English and Bangla and reporting.


Salary and Allowances:

1.	Salary Scale	US \$ 143-5x5-168 (EB) 6x5-198(EB), US \$ 218-7x5-253 (EB) 8x5-293(EB) US \$ 323-9x5-368 (EB) 11x5-423
2.	House Rent Allowance	50% of basic salary per month.
3.	Conveyance Allowance	US \$ 40.00 per month.
4.	Medical Allowance	US \$ 40.00 per month.
5.	Children Education Assistance	90% reimbursable of Tuition Fees. US \$ 500.00 per year per child (Max. 2 child) as per SAARC Harmonized Rules.
6.	Festival Allowance	Equivalent to one month's basic per annum.
7.	Other	As per SAARC Harmonized Rules.

B) Post : Watchman
Age : Not more than 30 (Thirty) years.
Duty Station : Dhaka, Bangladesh
Closing Date : 19 February, 2020
Date of Joining : Thirty (30) days from the date of issue of offer letter.
Duration : Three years which may be extendable based on satisfactory performance (one year of probationary Period).

Brief Job Description/Responsibilities:

- Preventing the entry of unauthorized people.
- Verifying the correct quantity of goods entering and leaving the organization and properly recording them.
- Ensuring overall security of the organization's assets and infrastructure in any unforeseen circumstances.
- Responsible for watching and controlling the entry and exit of visitors and other persons into the institution and granting permission.
- Always be vigilant to prevent theft of all types of organization property.
- All registers maintained by the security measures are properly maintained, updated and checked.
- If any problem is observed, immediately informing the higher authority.
- In the interest of security, the higher authority is informed about every situation time to time.
- Watching the entry and exit of employees and vehicles to ensure security in the office premises and properly recorded in register.
- Perform any other duties as directed by the authority.



Academic Qualification, Experience & others:

- SSC or equivalent
- Height: At least 5'4"
- At least 3 (three) years of practical experience.
- Must be physically capable (Good health condition), responsible and disciplined.
- Must be honest, punctual and have good communication skills.

Salary and Allowances:

1.	Salary Scale	US \$ 118-2x5-128 (EB) 4x5-148(EB), US \$ 163-5x5-188 (EB) 6x5-218(EB) US \$ 240-7x5-275 (EB) 9x5-320
2.	House Rent Allowance	50% of basic salary per month.
3.	Conveyance Allowance	US \$ 40.00 per month.
4.	Medical Allowance	US \$ 40.00 per month.
5.	Children Education Assistance	90% reimbursable of Tuition Fees. US \$ 500.00 per year per child (Max. 2 child) SAARC Harmonized Rules.
6.	Festival Allowance	Equivalent to one month's basic per annum.
7.	Other	As per SAARC Harmonized Rules.

General Information (s):

Application in English with complete "Curriculum Vitae" with two copies of recent passport size photographs, photocopies of all certificates (education & experience) and other documents (NID, Birth certificate, etc.) should be submitted to the Director, SAARC Agriculture Centre, BARC Complex, Farmgate, Dhaka - 1215 within 19 February 2026.

A short list of the applicants for the interview will be made as per approved criteria by the internal selection committee. A notice will be sent to the shortlisted candidates only for the interview. No financial benefits such as travel allowances will be paid to the candidates appearing for the interview.

Application called only for Bangladeshi nationals.

Please note that canvassing of any form will disqualify the candidate.

