

No. U-12015/1/2018-EAP
Government of India
Ministry of Rural Development
Department of Rural Development
(EAP Section)

Krishi Bhawan, New Delhi
Dated: 17th April, 2020

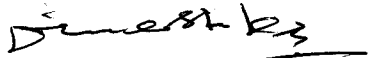
OFFICE MEMORANDUM

Subject: Appointment of Director Learning and Knowledge Management in Centre on Integrated Rural Development for Asia and Pacific (CIRDAP) – reg.

The undersigned is directed to say that the post of Director Learning and Knowledge Management, Centre on Integrated Rural Development for Asia and Pacific, for its HQ located in Dhaka, Bangladesh is to be filled up on deputation basis initially for a period of 3 years.

2. The eligible and interested candidates may send their recent CV and filled in personal history form through proper channel along with NOC from their parent office, APARs/ACRs of last five years and vigilance clearance report as requested by CIRDAP to the undersigned by 7th May, 2020.

3. The blank personal history form and vacancy announcement can also be downloaded from CIRDAP's website www.cirdap.org.


(Dinesh Kumar) 22/4/20
Deputy Secretary (IC)
Ph.- 23071372

Encl: As above

To:

1. All Directors/Deputy Secretaries
2. Director General, NIRD&PR, Hyderabad
3. Directors, All SIRDs
4. Director (NIC) - for unloading it to Ministry's website.

Copy also to:

- I. ICAR/DARE, Krishi Bhawan, DS (Admin) with the request that the above may be circulated amongst all ICAR institutes.
- II. Director (Admin.), Ministry of Human Resource Development, Shastri Bhawan with request to circulate amongst all its institutes



CENTRE ON INTEGRATED RURAL DEVELOPMENT FOR ASIA AND THE PACIFIC

CIRDAP

AD. 200 - 187

22nd March 2020

Subject: Vacancy Announcement for Director Learning and Knowledge Management

Greeting from CIRDAP!

I would like to advise that CIRDAP is advertising the vacant position of 'Director Learning and Knowledge Management' in its website: www.cirdap.org. A copy of Vacancy Announcement Notice and CIRDAP Application 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 may also be 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.

We will be very grateful if your high office also considers nominating qualified Civil Servants for secondment in this position as per CIRDAP Staff Rules.

Please submit at least of three most qualified Applicants with recent CVs and filled-in CIRDAP Application Form by 20th May 2020 to the Director General, CIRDAP through email: dgcirdap@cirdap.org.

The soft copy of Vacancy Announcement Notice and CIRDAP Application Form may 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

Shri Rajesh Bhushan
Secretary
Room No. 199-D
Ministry of Rural Development
Government of India



**Centre on Integrated Rural Development for Asia and the Pacific
Dhaka**

Cc.

- (i) **Mr. Narendra Singh Tomar**
Minister
Ministry of Rural Development
Government of India

- (ii) **Dr. W. R. Reddy, IAS**
Director General
National Institute of Rural Development and Panchayati Raj (NIRD&PR)
Rajendranagar, Hyderabad



4/17/2020

Email

Respected EC Member,

Greetings from CIRDAP!

I would like to advise that due to present unforeseen circumstances, we are rescheduling the date of submission for the above mentioned position, which is as follows:

A. Applicant to submit their application to concern ministry by 7th May, 2020

Upon receiving the applications, your good office is requested to submit at least three most qualified Applicants with recent CVs and filled-in CIRDAP Application Form by 31st May 2020 to the Director General, CIRDAP through email: [<mailto:dgcirdap@cirdap.org> | dgcirdap@cirdap.org] .

Revised Vacancy announcement is attached as Annex 1.

Looking forward to your support.

Yours sincerely,

F.A.M Zakirul Huq

Head of Administration
for Director General, CIRDAP

 **Annex 1-Vacancy Announcement Director LKMD date revised.docx**
38 KB



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: 7th May, 2020

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 Learning and Knowledge Management** are invited for its Headquarters located in Dhaka, Bangladesh.

Functional Title : Director Learning and Knowledge Management
Level : P-4
Organization : Centre on Integrated Rural Development for Asia and the Pacific
Division : Learning and Knowledge Management Division
Location : CIRDAP Secretariat, Dhaka, 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 member 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, Learning & Knowledge Management Division (DLKMD) supports the Director General by developing and overseeing the implementation of the Learning and through Management Strategies on CIRDAP focus areas.

Key Duties and Responsibilities

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

- (i) Designing Learning programme activities based on the needs of member countries;
- (ii) Dissemination of Rural development information through sound digital platforms and publications;
- (iii) Establish new partnership and strengthen collaboration with existing CIRDAP member countries, Link Institution (CLI's) and development partners;
- (iv) Sound management of Learning Programme activities and Information dissemination through proper planning, implementation, monitoring, evaluation and regular reporting of the Division's activities;
- (v) Mobilize resources through the Division's activities and engagement with Development Partners for collaborative programmes and funding; and
- (vi) Perform other duties and responsibilities assigned by Director General.

Required Experience:

- (i) At least 5 years' experience as a Head / Senior level staff at the national and/or international levels;
- (ii) Designing and managing Learning Programmes activities in a recognized national and/or international institutions / organizations;
- (iii) Managing information dissemination through digital platforms and publications;
- (iv) Engagement as a Resource Person / Facilitator and presenting Papers in the national and/or international Conferences, Forums, Workshops etc.;
- (v) Networking with recognized institutions / organizations.

Qualifications:

- (i) Relevant Master's Degree preferably with a PhD from a recognized University;
- (ii) Training of Trainer (ToT), Knowledge Management, and /or Leadership, Coaching / Development, certification;
- (iii) Familiarity with MIS systems and or databases, preferred;
- (iv) Age- below 60 years, preferably not exceeding 57 years.
- (v) Citizen of CIRDAP Member Countries.

Competencies:

- (i) Having knowledge and skills in Learning and Knowledge Management;
- (ii) Good communication and interpersonal skills;
- (iii) Able to demonstrate good management and leadership skills;
- (iv) Having sound knowledge and skills on programme management;
- (v) Ability to establish and network with stakeholders;
- (vi) Able to demonstrate the values of Diligence, Integrity, Transparency & Accountability whilst executing duties;

Personal Attributes:

- (i) Visionary;
- (ii) Upholds moral or ethical values;
- (iii) Conceptual thinking and the ability to think outside the box;
- (iv) Ability to adjust to changes and innovative.

Salary & Other Benefits

Level P-4(Step I-IV) salary level including Health Insurance, Housing and Children Education benefits.

Application Procedure:

Apply with recent CV and photo along with a motivational letter. Beside of this candidate should fill up the CIRDAP Application Form available in CIRDAP website: www.cirdap.org. **Please note that all documents should be submitted by the Applicant directly to the Contact Ministry (Ministry name available in CIRDAP website) of the respective country for endorsement and a copy to the following two email: dgcirdap@cirdap.org and hr@cirdap.org.**

For any further query, you may communicate with Administrative Officer through his email aocirdap@cirdap.org.

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

CIRDAP CENTRE ON INTEGRATED RURAL DEVELOPMENT FOR ASIA AND THE PACIFIC

CANDIDATE TO
AFFIX PHOTOGRAPH HERE

APPLICATION FORM

INSTRUCTIONS: Please answer each question **clearly and completely**. Type or print in ink. Read carefully and follow all directions. If you need more space, attach additional pages of the same size. Be sure to sign and date the form.

Part A: Personal Information

1. Family Name First Name Middle Name Maiden Name

2. (A) Present Resident (Specify City/Province or State, and Country) (B) Length of Present Residence

3. Mailing Address:

Telephone Number

Email:

4. Date of Birth (*Day, Month, Year*)

5. Citizenship

6. Sex

Male Female

Part B: Criteria based Information

7. (i) Are you fluent in English? (ii) List down any other languages apart from your mother tongue.

Yes No

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8. List down your academic qualifications (Start from the last degree)

9. List down your relevant professional qualifications and trainings/conferences attended (Start from the most recent one)

10. What knowledge and experiences do you have in relation to the requirement of this post?

11. What relevant competencies you possess required for this post?

12. What are some of your personal attributes which you consider will help you to perform effectively in this position?

13. List down your professional affiliation in relevant institutions and societies

14. List down any significant publications you have written (do not attach the publications).

Part C: Additional Information

15. The position of Director Learning and Knowledge Management requires Relevant Master's Degree preferably with Doctoral from a recognized University. Explain the relevance of your qualifications to this role?

16. Considering the requirements for the position, explain three results (outputs) from your current or past positions that are relevant to this role.

17. Having minimum 5 years' experience and published Books and Journals in the relevant field are also requirements of this post. How do you meet this criterion?

18. This position requires ability to demonstrate good management and leadership skill. List at least two or three examples to show how you have met this criterion?

19. Give at least three situations where you have demonstrated your personal attributes in addressing challenges in your work.

20. REFERENCES : List three professional referees who are familiar with your character and qualifications

Full Name	Full Address(Telephone No. if Known)	Business of Occupation

21. State other relevant facts. Include information regarding any residence of prolonged travel abroad, giving dates, areas, purposes, etc. Also state any disabilities which might limit your field of work. Final appointment will be subject to a physical examination.

I attest that I have read and understand the policies and procedure stated in the Application Form. I agree to background check on my employment, educational information and degree earned including criminal record and eligibilities.

Date : _____ Signature : _____