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நீதிச்சேவை ஆணைக்குழுச் செயலகம்
Judicial Service Commission Secretariat

මගේ අංකය
எனது இலக்கம்
My No.

JSC/SEC/F. Training/ 2019

ඔබේ අංකය
உமது இலக்கம்
Your No.

දිනය
திகதி
Date 26.07.2021

To All High Court Judges and Judicial Officers,

Vacancies for Professional Positions of Deputy Director and Assistant Director (Law) at the SAARC Arbitration Council (SARCO) in Islamabad.

This refers to the letter dated 16.07.2021 by Director General/ South Asia & SAARC of Foreign Ministry, on the subject referred to above, forwarded through Senior Assistant Secretary (Admin)/MOJ by his letter dated 20.07.2021.

02. I have been directed by the Judicial Service Commission to publish the same in the JSC website.

H.S.Somarathne
Secretary
Judicial Service Commission

H. Sanjeewa Somaratne
Secretary
Judicial Service Commission
Colombo 12

ලේකම්
 செயலாளர்
 Secretary }
 දුරකථනය
 தொலைபேசி } 2449959
 Telephone }
 தொக்கல் அංකය
 பெக்ஸ் இல. } 2445447
 Fax No. }

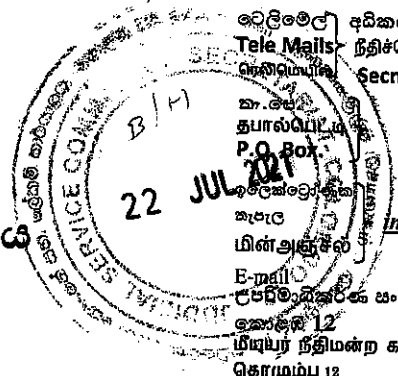
E-Mail: secretary@moj.gov.lk

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 කාර්යාලය
 பொது
 அலுவலகம் }
 දුරකථනය
 தொலைபேசி } 2323022
 Telephone }
 தொக்கல் அංකය
 பெக்ஸ் இல. } 2320785
 Fax No. }

Web Site: www.moj.gov.lk



අධිකරණ අමාත්‍යාංශය
 நீதி அமைச்சு
 MINISTRY OF JUSTICE



දිවයිනේ අධිකරණ ලේකම්
 Tele Mails நீதிச்செயலாளர்
 செயலாளர் Secminjust
 555
 P.O. Box
 555
info@moj.gov.lk
 E-mail
 12
 Superior Courts Complex,
 Colombo 12.

මගේ අංකය
 எனது இல }
 My No. } MOJ/CMA/වීවීඩ/2020(2)

ඔබේ අංකය
 உமது இல }
 Your No. }

දින
 திகதி }
 Date } 2021.07 . 20

ගරු නීතිපතිතුමා, නීතිපතිව දෙපාර්තමේන්තුව
 රාජ්‍ය ලේකම්, බන්ධනාගාර ප්‍රතිසංස්කරණ හා සිරකරුවන් පුනරුත්ථාපනය කිරීමේ අමාත්‍යාංශය
 නීති කෙටුම්පත් සම්පාදක, නීති කෙටුම්පත් සම්පාදක දෙපාර්තමේන්තුව
 මහා භාරකාරකුණ, මහා භාරකාර දෙපාර්තමේන්තුව
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 ලේකම්, අධිකරණ සේවා කොමිෂන් සභාව
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 මාර්ෂල්, උපරිමාධිකරණ සංකීර්ණ කලමනාකරණ මණ්ඩලය
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 සභාපති, අපරාධයක වින්දිතයන් හා සාක්ෂිකරුවන් ආරක්ෂා කිරීමේ ජාතික අධිකාරිය
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නියෝජ්‍ය අධ්‍යක්ෂ සහ සහකාර අධ්‍යක්ෂ (නීති) පුරප්පාඩු

උක්ත කරුණ සම්බන්ධයෙන් විදේශ කටයුතු අමාත්‍යාංශයේ ලේකම් විසින් මා වෙත එවන ලද අංක SAARG/EC/16(E) හා 2021.07.16 දිනැති ලිපියේ පිටපතක් ඔබගේ දැනගැනීම හා අවශ්‍ය කටයුතු සඳහා මේ සමඟ යොමු කරමි.

එම්.එම්.අලිස්
 ජ්‍යෙෂ්ඨ සහකාර ලේකම්(පාලන)
 අධිකරණ අමාත්‍යාංශයේ ලේකම් වෙනුවට



විදේශ අමාත්‍යාංශය
 வெளிநாட்டு அமைச்சு
 FOREIGN MINISTRY



07

ජනරජ කොමන්වෙල්ත, කොළඹ 1, ශ්‍රී ලංකාව, குடியரசு கட்டிடம், கொழும்பு 1, Republic Building, Colombo 1, Sri Lanka

මගේ අංකය
 எனது இல
 My No

SAARC/EC/16 (B)

මගේ අංකය
 எனது இல
 My No


දිනය
 திகதி
 Date

16th July 2021

Secretary
 Ministry of Justice
 Supreme Court Complex
 Colombo 12

Vacancies for Professional Positions of Deputy Director and Assistant Director (Law)
 at the SAARC Arbitration Council (SARCO) in Islamabad

1. The SAARC Secretariat in Kathmandu, by the attached Note of 06th July 2021, has shared among the Member States a vacancy announcement for professional positions of Deputy Director and Assistant Director (Law) at the SAARC Arbitration Council (SARCO) in Islamabad. The advertisement could also be obtained from www.sarco-sec.org.
2. As indicated in the attached Note, the deadline for submission of applications is 20th August 2021.
3. Grateful, if you could disseminate this information among potential candidates through appropriate channel at the earliest enabling them to apply for the above posts.


 Director General/South Asia & SAARC
 for Secretary

Copy to: Attorney General's Office

දුරකථන
 தொலைபேசி
 Telephone

2325372
 2325373

ෆැක්ස්
 தொலைபேசி
 Fax

2333450
 2446091

විද්‍යුත්
 மின்னஞ்சல்
 e-mail
 cyphet@mfa.gov.lk

වෙබ් අඩවිය
 இணைய முகவரி
 Web site
www.mfa.gov.lk



SOUTH ASIAN ASSOCIATION
FOR REGIONAL COOPERATION
SECRETARIAT

Message No, 476 04 176

Reference No. SAARC/ETF/SARCO/Professional Posts-recruitment/2021

The Secretariat of the South Asian Association for Regional Cooperation (SAARC) presents its compliments to the Ministries of Foreign/External Affairs of the Member States of SAARC and has the honour to convey that the SAARC Arbitration Council (SARCO), Islamabad, Pakistan has announced vacancies for its Professional positions of **Deputy Director and Assistant Director (Law)**. A copy of Vacancy Announcements, is enclosed. Further details including the advertisement can also be obtained from the website of SARCO (www.sarco-sec.org)

The Secretariat has further the honour to request the esteemed Ministries to take necessary measures to upload the Vacancy Announcement in the websites of the following offices for wider publicity:

- i. Ministry of Foreign/External Affairs;
- ii. Relevant Ministries and offices;
- iii. Relevant professional's organizations / bodies / institutions; and
- iv. Relevant publicly accessible sites that may be considered appropriate

It may please be noted that the last date for submission of the application is 20th August 2021.

The Secretariat avails itself of this opportunity to renew to the Ministry of Foreign/External Affairs of the Member States of SAARC, the assurances of its highest consideration.

Encls: a.a.

Kathmandu, 06 July 2021



The Ministries of Foreign/External Affairs,
(SAARC Division),
Member States of SAARC.

Copy to: DG, SAARC Arbitration Council (SARCO), Islamabad, Pakistan with request to upload on SARCO's website and share this with the GB Members of SARCO.



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 three) 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 (SARGO), by email careers@sarco-sec.org with a copy to dirind@sarco-sec.org not later than 20th August 2021.

**The Director General,
SAARC Arbitration Council, Islamabad-Pakistan (Tel: 0092 51 9266357),
www.sarco-sec.org**