

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
জনপ্রশাসন মন্ত্রণালয়
চুক্তি ও বৈদেশিক নিয়োগ শাখা
www.mopa.gov.bd

নং- ০৫.০০.০০০০.১৪৬.২৪.০০৭.১৬-১৯৭

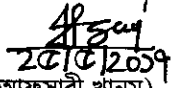
১১ জ্যৈষ্ঠ ১৪২৪
তারিখ: -----
২৫ মে ২০১৭

বিষয়: Colombo Plan Secretariat (CPS)-এর মহাসচিব পদে নিয়োগ সংক্রান্ত।

সূত্র: অর্থ মন্ত্রণালয়ের অর্থনৈতিক সম্পর্ক বিভাগ হতে প্রাপ্ত স্মারক নং-০৯.১৩২.০২৪.০১.০০.০৩২.২০১২-৫৯৪,
তারিখ: ১৬-০৫-২০১৭

উপর্যুক্ত বিষয় এবং সূত্রোক্ত স্মারকের পরিপ্রেক্ষিতে Colombo Plan Secretariat (CPS)-এর মহাসচিব পদে নিয়োগ সংক্রান্ত বিজ্ঞপ্তি অবগতি ও প্রয়োজনীয় কার্যক্রম গ্রহণের নিমিত্ত নির্দেশক্রমে এতদসঙ্গে প্রেরণ করা হলো। আত্মপ্রার্থীগণকে স্ব স্ব প্রশাসনিক মন্ত্রণালয়-কে অবহিত রেখে যথাযথ কর্তৃপক্ষের মাধ্যমে আবেদনপত্র জনপ্রশাসন মন্ত্রণালয়ের চুক্তি ও বৈদেশিক নিয়োগ শাখায় ২৯ জুন ২০১৭ তারিখের মধ্যে প্রেরণ করার জন্য অনুরোধ করা হলো।

সংযুক্তি: ১৫ (পনের) ফর্দ।


২৫/৫/২০১৭
(আফসারী খানম)
উপসচিব
ফোন: ৯৫৭৪৫৬১
fapp@mopa.gov.bd

বিতরণ (জ্যেষ্ঠতার ক্রমানুসারে নয়):

- ০১। মন্ত্রিপরিষদ সচিব, মন্ত্রিপরিষদ বিভাগ/মুখ্য সচিব, প্রধানমন্ত্রীর কার্যালয়।
- ০২। সিনিয়র সচিব/সচিব ----- মন্ত্রণালয়/বিভাগ।
(তাঁর নিয়ন্ত্রণাধীন সকল কর্মকর্তা/সংস্থার মধ্যে দ্রুত বিতরণের জন্য অনুরোধ করা হলো)।
- ০৩। রেবটর, বাংলাদেশ লোক প্রশাসন প্রশিক্ষণ কেন্দ্র/বাংলাদেশ সিভিল সার্ভিস (প্রশাসন) একাডেমী, ঢাকা।
- ০৪। অতিরিক্ত সচিব (সকল), জনপ্রশাসন মন্ত্রণালয়।
- ০৫। মহাপরিচালক, বাংলাদেশ কর্মচারী কল্যাণ বোর্ড/ মুদ্রণ ও প্রকাশনা অধিদপ্তর।
- ০৬। কমিশনার, সরকারি যানবাহন অধিদপ্তর।
- ০৭। মহাপরিচালক, বিয়াম।
- ০৮। বিভাগীয় কমিশনার (সকল)।
- ০৯। যুগ্মসচিব (সকল), জনপ্রশাসন মন্ত্রণালয়।
- ১০। যুগ্মসচিব, পিএসিসি, জনপ্রশাসন মন্ত্রণালয় (সংযুক্ত বিজ্ঞপ্তি জনপ্রশাসন মন্ত্রণালয়ের ওয়েবসাইটে প্রকাশের ব্যবস্থা গ্রহণের জন্য অনুরোধ করা হলো)।
- ১১। উপসচিব (সকল), জনপ্রশাসন মন্ত্রণালয়।
- ১২। সিনিয়র সিস্টেমস এনালিস্ট, পিএসিসি, জনপ্রশাসন মন্ত্রণালয়।
- ১৩। উপসচিব (প্রশাসন-১) অধিশাখা, জনপ্রশাসন মন্ত্রণালয়।
- ১৪। সিনিয়র সচিবের একান্ত সচিব, জনপ্রশাসন মন্ত্রণালয়।
- ১৫। অফিস কপি/মাস্টার ফাইল।

সিঃ সচিব মন্ত্রণালয়

17 APR 2017

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
অর্থ মন্ত্রণালয়
অর্থনৈতিক সম্পর্ক বিভাগ
ইইপি-২ শাখা
www.erd.gov.bd

ডায়েরী নং	১২৪৬
তারিখঃ	18 MAY 2017
অতিরিক্ত সচিব/উপসচিব	
অতিরিক্ত সচিব (প্রশাসন/কার্য)	
অতিরিক্ত সচিব (প্রশাসন/কার্য)	
অতিরিক্ত সচিব (শৃঙ্খলা/আইন)	
অতিরিক্ত সচিব (সংসদ/বিধি)	
অতিরিক্ত সচিব (সিআর/সংসং/ওআ)	
পি.এস.	
সিনিয়র সচিব	

ডায়েরী নং-২০০
তারিখ-২৪/৫/১৭
যুগ্মসচিব/উপসচিব (উনি)
উপসচিব (উনি-১/৩)
যুগ্মসচিব/উপসচিব (মাত্র/অঃ ও ননি)
উপসচিব (মাত্র-২)
উপসচিব (ননি)
উপসচিব (প্রশংসা ও চুক্তি)
উপসচিব (প্রশংসা-১)
উপসচিব (চুক্তি ও বৈনি)
অতিরিক্ত সচিব (উপসচিব)

স্মারক নং-০৯.১৩২.০২৪.০১.০০.০৩২.২০১২-৫৯৪

বিষয়: Appointment of The Secretary General of the Colombo Plan Secretariat (CPS)

উপর্যুক্ত বিষয়ের পরিপ্রেক্ষিতে জানানো যাচ্ছে যে, কলম্বো প্লান সচিবালয়ের বর্তমান মহাসচিবের মেয়াদ এপ্রিল ২০১৮ এ শেষ হবে বিধায় উক্ত সচিবালয় কর্তৃক নতুন মহাসচিব নিয়োগের জন্যে ৩১ জুলাই ২০১৭ এর মধ্যে মনোনয়ন প্রদানের আহবান জানানো হয়েছে।

২। এ অবস্থায়, সংযুক্ত পত্র ও বিজ্ঞপ্তির মর্মানুযায়ী CPS-র মহাসচিব পদে মনোনয়ন প্রদানের লক্ষ্যে ওয়েবসাইটে প্রচার করে উক্ত পদে আগ্রহী ব্যক্তিদের আবেদন সংগ্রহ এবং সুপরিশদসহ আগামী ১০ জুলাই ২০১৭ তারিখের মধ্যে এ বিভাগে প্রেরণের নির্দেশক্রমে বিনীত অনুরোধ করা হল। উল্লেখ্য প্রত্যেক আবেদনের সাথে আবেদনকারীর Curriculum Vitae (CV) এবং Certificate of Medical Fitness সংযুক্ত করার জন্যেও অনুরোধ করা হলো।

সংযুক্তিঃ বর্ণনামতে (১৪ পাতা)।

জনপ্রশাসন মন্ত্রণালয়
যু.স. (মাত্রা) অধিশাখা
ডায়েরী নম্বরঃ ১০৩
তারিখঃ ২৪/৫/১৭
প্রশংসা-১/২
প্রশংসা-১/২
অভ্যর্থনা নিয়োগ
নব নিয়োগ
বৈদেশিক নিয়োগ ও চুক্তি

সিনিয়র সচিব
জনপ্রশাসন মন্ত্রণালয়
বাংলাদেশ সচিবালয়, ঢাকা।

(জামালুল ফেরদৌস)
সিনিয়র সহকারী সচিব
ফোনঃ ৯১১৯৭২২
e-mail:ferdous09@yahoo.com

জনপ্রশাসন মন্ত্রণালয়
এ.পি.ডি অনুবিভাগ
চুক্তি ও বৈদেশিক নিয়োগ শাখা
ডায়েরী নং ১৭০
তারিখ ২৪/৫/১৭



THE COLOMBO PLAN

For Co-operative Economic and Social Development in Asia and the Pacific

CP/SEC/2017/02

24th April, 2017

To Council Representatives and all Member Governments

APPOINTMENT OF THE SECRETARY-GENERAL TO THE COLOMBO PLAN SECRETARIAT

I have the honour to enclose herewith the Notification concerning the vacant position of the Secretary General of the Colombo Plan which will be effective at the end of April, 2018.

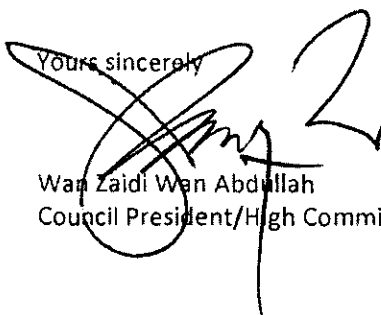
According to the Guidelines endorsed by the Council for the selection process of the Secretary General of the Colombo Plan, the Secretariat has to start the process one year before the end of term of the incumbent Secretary General. The nominations should be submitted by a comprehensive curriculum vitae and a certificate of medical fitness in a sealed envelope on or before 31st July, 2017 addressed to the President of the Colombo Plan Council as follows:

The President of the Colombo Plan Council
High Commissioner of Malaysia to Sri Lanka
High Commission of Malaysia
8 Rosmead Place
Colombo 7
Sri Lanka.

Email: mwcolombo@kln.gov.my
Fax: 0094-11-7557714

Thank you.

Yours sincerely


Wan Zaidi Wan Abdullah
Council President/High Commissioner of Malaysia to Sri Lanka



THE COLOMBO PLAN

For Co-operative Economic and Social Development in Asia and the Pacific

24th April, 2017

To Council Representatives and all Member Governments

**APPOINTMENT OF THE SECRETARY-GENERAL
OF
THE COLOMBO PLAN SECRETARIAT**

The Colombo Plan Secretariat has the honour to inform the Council Representatives and all Member Governments that the position of the Secretary General of the Colombo Plan will fall vacant at the end of April, 2018. According to the Guidelines endorsed by the Council for the selection process of the Secretary General of the Colombo Plan, the Secretariat has to start the process one year before the end of term of the incumbent Secretary General. The nominations should be submitted by a comprehensive curriculum vitae and a certificate of medical fitness in a sealed envelope on or before **31st July, 2017** addressed to the President of the Colombo Plan Council as follows:

The President of the Colombo Plan Council
High Commissioner of Malaysia
High Commission of Malaysia
8 Rosmead Place
Colombo 7
Sri Lanka.

Email: mwcolombo@kln.gov.my
Fax: 0094-11-7557714

2. The Constitution of the Colombo Plan in Chapter VII - The Secretariat, contains the following clauses with regard to the appointment of a Secretary-General for the Colombo Plan Secretariat:

Article 2: The Council shall appoint from among nominees of Member Governments a Secretary-General who will be the Head of the Secretariat.

Article 5: Appointments of international officers shall be for a period of four years and shall not generally be extended further. The appointments should ideally coincide with the cycle of Committee meetings.

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Article 9: The Secretary-General of the Secretariat shall be responsible for:

- (a) maintaining a database on South-South Co-operation and related technical co-operation among Member Governments including but not limited to that given and received under the Colombo Plan, together with statistics and costs;
- (b) preparing periodic progress reports on the Colombo Plan at such intervals as the Council may require;
- (c) circulating as necessary among Member Governments general notification of the availability of training facilities;
- (d) encouraging the promotion of technical co-operation, particularly between Member Governments within the region;
- (e) stimulating an increased knowledge of, interest in and support for the Colombo Plan, highlighting its aims and achievements with a view to providing a deeper understanding of the need for working together, through the production and issue of publications, mass media materials and other relevant publicity materials;
- (f) providing assistance to the host Government, when requested, for the holding of the Committee meeting;
- (g) Participating in an advisory capacity in meetings of the Committee;
- (h) representing the Colombo Plan at other meetings when its representation is required and being the legal representative of the Colombo Plan when entering into agreement, contracts, memoranda of understanding and other official documents relating to the work of the Secretariat, subject to the approval of the Council; and
- (i) Discharging such other functions as may be assigned to the Secretary-General either by the Committee or the Council.

Article 10: The Secretary-General of the Secretariat shall maintain close liaison with the United Nations and its specialized agencies, as well as with other organizations or countries not members of the Colombo Plan which are presently extending technical assistance within the region, or which may in the future decide to do so.

Article 11: In the furtherance of the work of the Secretariat, the Secretary-General or any officer designated by him/her may visit any co-operating country with the consent of the Government concerned. After every such official trip the Secretary-General shall report to the President and bring to the notice of the Council such matters as may require action by it.

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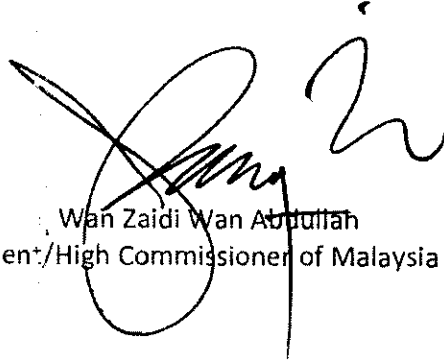
3. The Secretary-General provides overall leadership and strategic direction to the development and implementation of Colombo Plan programmes. He/She manages the day-to-day activities including resource allocation, technical support, hiring of staff, and creation of collaborative programmes with member governments, other international organizations and institutes of excellence, as well as public relations, marketing and other programme related efforts. The Secretary-General would be in-charge of managing the budget as well as overall funding of the programmes of the Colombo Plan. The Secretary-General will also be responsible for resource mobilization/fund raising for Colombo Plan Secretariat programmes from donor countries, international/regional aid agencies and other entities. It is essential that the Secretary-General should have the ability to raise extra-budgetary resources for the Colombo Plan Secretariat. The Secretary-General will also serve as the organizational spokesperson for the Colombo Plan Secretariat.

4. The Council is looking for individuals who are creative, possess a sound knowledge base on technical cooperation, particularly South-South Cooperation and have exceptional leadership qualities to head the Secretariat of the Colombo Plan. The Colombo Plan is the oldest regional inter-governmental organization working in the area of economic and social development issues, technical cooperation, human capital development and South-South cooperation in 26 Colombo Plan member countries in the Asia-Pacific region.

5. Successful applicants should have a minimum of 20 years of professional experience in government, regional or international organizations or in the private sector. Strong analytical ability, exceptional communication skills and an excellent command of spoken and written English are essential. Applicants should possess successful senior management experience and demonstrated track record in strategic thinking. Applicants should have the capability for project design and implementation and an ability to develop strategic plans and achieve results. Applicants should possess outstanding leadership combined with excellent diplomatic and interpersonal skills. He/ She should have a superior level of education where a PhD qualification would be an asset, but not a prerequisite with experience in working in a broad spectrum of economic development and social issues, both at grass root operational as well as policy making levels with an aptitude to work in a multi-cultural environment. Sound knowledge of the economic and social development processes in member countries of the Colombo Plan and critical insights into global economic and technological trends are essential. Any publications or published articles in the relevant field would be useful in support of his/her application. He/ she should be physically fit and energetic to meet the rigours of the post. The incumbent will be located in Colombo, Sri Lanka, but will travel regularly in the Colombo Plan's area of operation.

6. This post is for a period of four years and not extendable. The post carries an annual net (tax free) salary of US \$ 84,000 plus a fringe benefit package including rent free accommodation, home leave, education grant and medical benefits, as set out in the Rules and Regulations of the Colombo Plan Council and the Colombo Plan Secretariat. An increment will be considered by the Colombo Plan Council.

7. Nominations have to be forwarded by the respective member governments through the designated focal points in member government capitals. All member governments should endeavor to submit a nomination so that widest possible choice of talent is available to the Council. Member Governments are requested to limit their nominations to one candidate. An Interview Panel would be set up as per Step 4 of the Guidelines for the selection process of the Secretary General to select the next Secretary-General. Short-listed candidates would be called for an interview in Colombo. A copy of the Guidelines are attached herewith.



Wan Zaidi Wan Abdullah
Council President/High Commissioner of Malaysia to Sri Lanka



COLOMBO PLAN

GUIDELINES

FOR THE SELECTION PROCESS
OF THE SECRETARY GENERAL
OF COLOMBO PLAN

As adopted by the 287th Session
of the Colombo Plan Council
of 2nd December, 2015

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PREAMBLE

The selection process of the Secretary General came under review at the 282nd Session of the Colombo Plan Council held on 7th May 2014. At the deliberation of the Japanese Representative, the President of the Council recommended to the Secretariat to prepare a document with clear laid down procedures in the future selection process of the Secretaries General.

The document with the proposed procedures from Steps 1 to 6 was presented to Council and it has since then been discussed extensively and reviewed at the subsequent 283rd, 284th, 285th, 286th Council Sessions and Council Representatives shared their views, edits, suggestions and inputs to the document. The document was also reviewed in the subsequent Standing Committee Meetings on Administrative and Financial matters of the Colombo Plan Council. At the 286th Session of the Colombo Plan Council, the addition of Step 7 was deliberated at length and added to the document. Thus, the document received the final approval and consensus of the Council at the 287th Session of the Colombo Plan Council held on 2nd December 2015.

- The document is presented in seven steps.
- The document gives a clear time line for the selection process.
- These seven steps are to be adhered to in the selection process of the future Secretaries-General.

Guidelines for the selection process
of the Secretary General

2nd December, 2015

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STEP 1

ANNOUNCEMENT OF THE VACANT POSITION:

(ONE YEAR TERM PERIOD)

1. Start process one year before the end of term of the incumbent Secretary General.
2. Announcement letter to be sent to Council Representatives and all Member Governments.
3. If less than three applications are received then make a re-announcement.
4. Make sure that the announcement letter is received by the Focal Points well in time.
5. Closing date of applications to be at least three months.
6. All nominations to be channeled through the respective Focal Points.
7. One nominee from each member country.
8. Applications can be submitted by email or fax but the original should be received at the Secretariat before the closing date of the applications.

Guidelines for the selection process
of the Secretary General

2nd December 2015

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STEP 2

STANDING COMMITTEE TO PROCESS APPLICATIONS (ONE MONTH TIME PERIOD)

1. The Council's Standing Committee on Financial and Administrative matters at that time will function as the Selection Committee and shortlist applications.
2. Inform in advance Council Representatives and all Member Governments on the appointment of the Selection Committee to handle the selection process.
3. Chapter VII, Article 2 and 5 of the CP Constitution to be used as selection criteria by the Selection Committee.
4. After the closing date of applications, the Secretariat will produce information about all applicants in a tabulated form, including name, qualifications, experience and other relevant information, in accordance with point 3. This information to be circulated to the members of the selection committee without attaching the supporting documents.
5. After short listing, maximum number of nominations for interview call up may be 5 nominees.

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STEP 3 CALL UP FOR INTERVIEWS
10-4-2015

1. Decide on a suitable date for interviews.
2. Interview process to be finalized within one month.
3. Send call up letters for interviews to the shortlisted applicants via National Focal Points.
4. Make logistical arrangements for their travel, stay and visas etc.

Guidelines for the selection process
of the Secretary General
2nd December 2015

7-4-

STEP 4 INTERVIEW PANEL

1. Immediate Past Council President
2. Current Council President
3. Next in-coming Council President
4. One member from each regional grouping
5. Major Donor/s (Major donors are defined as those member states who provide maximum support to projects and programmes of CPS for the benefit of other member countries)
 - i. If the interview panel members have nominations from their own countries, then they cannot serve in the interview panel
 - ii. The constitution of the Interview Panel to be informed to all Council Representatives and all Member Governments.

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STEP 5

MAKE FINAL SELECTION

1. The interview panel to select and decide on the suitable candidate immediately after the interview process is complete.
2. Interview panel to submit through the CPS, the information of the selected candidate to all member Governments and Council Representatives for their consensus.
3. In the event of more opinions, the President of the Council will be responsible for achieving consensus of the Council representatives and the Colombo Plan Member Countries.
4. Send offer letter to selected candidate for confirmation of acceptance.
5. Inform Council representatives and all member Governments of the appointment.
6. In the event of the first selected candidate refusing the position, the choice will be offered to the second best candidate.

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STEP 6

FINALIZE ADMINISTRATIVE ARRANGEMENTS

1. Process the new Secretary General's visa.
2. Give sufficient time period (at least one month) for the new Secretary General to assume office.
3. Thereafter the new Secretary General assumes office.

STEP 7


1. After the interviews, if it is found by the interview panel that the candidates are not suitable for the position, a re-announcement be made.
2. To avoid a vacuum at this stage, the Council may decide to extend up to 6 months of the incumbent Secretary General's term of office, if required, until the selection process is completed.

Guidelines for the Selection of the Secretary General

24 December 2015

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