



**SOUTH ASIAN ASSOCIATION
FOR REGIONAL COOPERATION
SECRETARIAT**

Message No. 217 ETS 38
No. SAARC/ETS/SARCO/2026

The Secretariat of the South Asian Association for Regional Cooperation (SAARC) presents its compliments to the Ministries of Foreign/External Affairs of its Member States and has the honour to state that the SAARC Arbitration Council (SARCO) has announced the vacancy for the position of Deputy Director, which has been vacant since October 2021. In this regard, the following documents are attached:

- i. Vacancy Announcement
- ii. Application Form

The esteemed Member States are kindly requested to take necessary action to widely circulate the vacancy announcement and to also place the same on their respective websites. The deadline for submission of applications is **13 April 2026**.

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

Encls: a.a.



Ministries of Foreign/External Affairs,
(SAARC/Regional Organizations/Multilateral Affairs Division),
Member States of SAARC.

Copy to:

- i. Director General, SAARC Arbitration Council, Islamabad.
- ii. Heads of all Regional Centres/Specialized Bodies with the request to upload the advertisement on their respective website.



SAARC Arbitration Council (SARCO)
Islamabad

VACANCY ANNOUNCEMENT

Applications are invited from eligible nationals of SAARC Member States for the post of Deputy Director to be appointed on contract (renewable per extant Service Rules) at SAARC Arbitration Council, Islamabad, Pakistan.

The application deadline is Monday, 13 April 2026 at 05:00 pm (GMT+5). For more details and to apply visit <https://sarco-sec.org/careers>.



SAARC Arbitration Council (SARCO)
Islamabad

VACANCY ANNOUNCEMENT

Post:	Deputy Director
No. of Vacancies:	1
Age:	Not more than 50 years as on 13 April 2026.
Closing Date:	Monday 13 April 2026 at 05:00 PM.
Work Station:	Islamabad, Pakistan
Date of Joining:	30 days from the date of issue of offer letter.
Tenure:	3-year contract (extendable per extant Service Rules)

About SAARC Arbitration Council

The SAARC Arbitration Council (SARCO) is one of the specialized bodies of the South Asian Association for Regional Cooperation with mandates to promote arbitral institutions and resolve commercial disputes through arbitration and conciliation in a time and cost effective manner. Pursuant to the Agreement for Establishment of SAARC Arbitration Council, SARCO was established in 2007 and is based in Islamabad, Pakistan. SARCO is an equal opportunity employer, and is currently seeking a suitable candidate to fill the post of Deputy Director.

Qualification and Experience

- Must have a bachelor's degree in laws from a recognized university with, at least, 2nd division.
- A master's degree in laws will be an advantage.
- Must have a minimum of 7 years working experience with a minimum of 2 years working experience in a senior management position. Practical experience in the field of arbitration and mediation or in a relevant and comparable position will be preferred.

Skills and Competence

In addition to the common requirements mentioned below, the applicant must have:

- Proven ability to handle confidential or sensitive information with discretion.
- Good administrative, interpersonal and organisational skills.
- Attention to detail with ability to multi-task and prioritize duties.
- High ethical standards and willingness to accept responsibility.

Brief Job Description

As a senior member of the management, the Deputy Director will provide strategic support to the Director General to drive business development, promote dispute resolution



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services, and manage the administration of arbitration and mediation cases, including but not limited to:

1. **Administrative:** Plan, direct and supervise all aspects of administrative functions to ensure smooth daily operations;
2. **ADR Services:** Administer and facilitate all ADR cases, from filing to enforcement, including all other associated works;
3. **Communications:** Represent and articulate SARCO's vision, missions, and goals to internal and external audiences in a strong and positive manner;
4. **Event Organization:** Plan, coordinate and organize webinars, training sessions, and other professional engagements that contribute to the development of arbitration and mediation;
5. **Financial:** Supervise the preparation of annual budgets and ensure that SARCO operates prudently within those budgets, including fund-raising activities;
6. **Human Resources:** Plan, direct and manage all aspects of human resources for effective operations of SARCO;
7. **Legal:** Provide advice on issues affecting arbitration and mediation; including case law, conventions, and procedural rules;
8. **Liaising:** Liaise with all stakeholders on all relevant legal, financial and operational aspects, including Young Arbitration Group;
9. **Marketing and Promotion:** Promote ADR services through appropriate research & development and by preparing marketing materials;
10. **Organizational Support:** Plan, coordinate and organize meetings of the Governing Board, Programming Committee/Standing Committee and other official meetings;
11. **Resources:** Supervise the management of resources and assets in compliance with principles of good governance, transparency, accountability and integrity;
12. **Strategic:** Develop, monitor and evaluate policies and objectives, including an annual workplans; and
13. Any other duties and responsibilities that may be assigned by the Director General.

Allowances, facilities and benefits

The sending government shall protect the salary and meet the cost of transfer passages for professional staff and his/her family, including personal effects. In addition, professional staff is entitled to the following:

1	Living Allowance	US\$ 1694.00 (US Dollars One Thousand Six Hundred Ninety Four) only per month to be paid 50% in US\$ and 50% in Pakistani Rupees. However, professional staff from Pakistan shall be paid 100% in Pakistani Rupees.
2	Per Diem in lieu of House Rent Allowance	Absent residential accommodation on first arrival, professional staff is entitled to per diem in lieu of house rent allowance @ US\$ 160.00 (US Dollars One Hundred and Sixty) only per day up to a maximum of 21 days for hotel accommodation. If a suitable accommodation is not available within this period, the actual cost of hotel accommodation may be reimbursed, subject to professional staff's rental ceiling entitlement. 50% of daily



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		allowance will be paid to accompanying spouse and upto two dependent children below the age of 21 years. (Not applicable to professional staff from Pakistan).
3	Residential Accommodation	An unfurnished accommodation within the rental ceiling of US\$ 787.00 (US Dollars Seven Hundred and Eighty Seven) only per month, payable in equivalent Pakistani Rupees.
4	Furnishing Grant	One time lump-sum furnishing/settlement grant of US\$ 2,000.00 (US Dollars Two Thousand) only, payable in equivalent Pakistani Rupees.
5	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\$ 2,000.00 (US Dollars Two Thousand) only per child for a maximum of two children between the age of 4 to 21 years up to Grade XII/A-Level. Reimbursement is subject to presentation of actual receipts from the concerned educational institutes or will be made directly to such concerned educational institutes.
6	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 (US Dollars Fifteen Hundred) only, including 80% reimbursement of hospitalization charges. No reimbursement shall be made for medicines purchased without doctor's prescription and on optical frames/glasses/lenses, dental treatments like dentures, scaling, and beautification surgeries, health care products and health foods.
7	Home Leave Allowance	Economy class for self, spouse and two dependent children once in his/her tenure but only after completing 18 months of continuous service. No daily allowance or any expenditure on account of stop-over and transfer charges to and from airport.
8	Emergency Passage	Professional staff from Member States other than Pakistan is entitled to emergency passage once in his/her entire term, in case of death of an immediate family member (spouse, parents, children and spouse's parents).
9	Telephone	Use telephone at his/her residence, up to US\$ 20 per month.

Common Requirements

- Sound understanding of the regional and global contexts.
- Ability to work in a mixed culture and in a team or as a team leader.
- High level of proficiency in English, both written and spoken.
- Good Information Technology (MS Office) skills.
- Ability to work independently and to produce result-oriented quality output.



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Islamabad

Additional Information

1. SARCO reserves the right to reject any or all applications without assigning any reason, at any time before the acceptance of offer letter.
2. Age may be relaxed for highly deserving candidates.
3. Only short-listed candidates will be notified and called for test/interview.
4. All correspondences must be made through email and telephone only.
5. Your employment is subject to production of clearance from your government.
6. Please send your duly filled in application form to careers@sarco-sec.org.



SAARC Arbitration Council (SARCO)
Islamabad

APPLICATION FORM

Name of Post: _____

A. DETAILS OF APPLICANT	
Full name:	Affix photo
Date of birth (Per official record): ___ / ___ / ___	
Age (As on closing date):	
Email address:	
Contact no.:	
Nationality:	
Sex (Please tick (√) as appropriate): Male ___ Female ___	
Present address:	
Mailing address (If different from present address):	
Permanent address:	
Have you taken up legal residence status in any country other than that of your nationality? Please tick (√) as appropriate. Yes: ___ No: ___	
If "Yes", explain:	
B. MARITAL STATUS	
Marital status (Please tick (√) as appropriate): Married ___ Single ___ Divorced ___	



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List of dependents		
Name	Date of Birth	Relationship
	___ / ___ / ___	
	___ / ___ / ___	
	___ / ___ / ___	

C. ACADEMIC QUALIFICATION			
(Furnish details starting last degree. <u>Enclose duly attested copies of supporting documents</u>)			
Degrees	Institute/University	Passing Year	Division/Grade/CGPA

D. LANGUAGE PROFICIENCY

Please tick (✓) as appropriate. Also, enclose duly attested copies of certificates, if any:

Language	Read			Write			Speak		
	Excellent	Good	Fair	Excellent	Good	Fair	Excellent	Good	Fair
English									
Others:									

E. EXPERIENCE

State your relevant experience in relation to the post applied for. Start with your present or most recent post. List every employment during the last ten years and any significant experience not included in that period which you believe is helpful in evaluating your record. Please enclose duly attested copies of supporting documents. Use a separate block for each post.



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Employment Dates		Monthly Salary		Exact Position Held
From	To	Starting	Present	
/ /	/ /			
Name of Supervisor:				
Name & Address of Employer:			<i>No. & kind of staff supervised</i>	
			Professional	Other support staff
Brief description of works:				
Employment Dates		Annual Basic Salary		Exact Position Held
From	To	Starting	Present	
/ /	/ /			
Name of Supervisor:				
Name & Address of Employer:			<i>No. & kind of staff supervised</i>	
			Professional	Other support staff
Brief Job Descriptions:				
Employment Dates		Annual Basic Salary		Exact Position Held
From	To	Starting	Present	
/ /	/ /			
Name of Supervisor:				
Name & Address of Employer:			<i>No. & kind of staff supervised</i>	



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		Professional	Other support staff	
Brief Job Descriptions:				
Employment Dates		Annual Basic Salary		Exact Position Held
<i>From</i>	<i>To</i>	<i>Starting</i>	<i>Present</i>	
/ /	/ /			
Name of Supervisor:				
Name & Address of Employer:			<i>No. & kind of staff supervised</i>	
			Professional	Other support staff
Brief Job Descriptions:				

F. REFEREES

List three persons unrelated to you as referees. By providing this information, I hereby waive my objections to making inquiry with those referees in connection with this application.

Sl.#	Full Names	Address with Contact Details
1		
2		
3		



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G. CONVICTION HISTORY

Please provide details about your legal convictions (include all convictions other than those for minor violations like road traffic). Start with your most recent conviction.

Charge	Date	Where	Conviction
	___/___/___		
	___/___/___		
	___/___/___		

H. DISABILITIES

Please state any disabilities or any disease, etc. which might limit your field of work (Your appointment will be subject to medical examination).

I. OTHER RELEVANT FACTS

State any other relevant facts not included above with duly attested copies of documents, if any.

I am aware that false information may result in rejection of my application or withdrawal of any offer of appointment or dismissal. By submitting this form, I declare that the information contained in this form is correct to the best of my knowledge, information and belief.

Date: ___/___/___ Signature: _____



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No Objection Certificate

Date: ___ / ___ / ___

This is to certify that Dr./Mr./Ms./Mrs. [Applicant Name] has been working with [Your organization] as a [Applicant's designation] since [Date]. I understand that [Applicant's Name] has applied for the post of [Name of post] in SAARC Arbitration Council (SARCO), Islamabad, Pakistan.

On behalf of [Your organization], I have no objection to [Applicant's name] applying for the said post and will grant leave for attending test/interview. Furthermore, if appointed by SARCO, I undertake to relieve the applicant per date stipulated by SARCO.

Please feel free to contact me if any further information is required.

Official Seal _____

Signature: _____

Name: _____

Address: _____

Email: _____

Contact no.: _____