



SOUTH ASIAN ASSOCIATION
FOR REGIONAL COOPERATION
SECRETARIAT

Message No. 7086.08.241

Reference No. SAARC/ESC/208A/2019

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 state that the SAARC Cultural Centre (SCC) has conveyed a **Vacancy Announcement** for the post of **Deputy Director (Research)**, falling vacant on 27 February 2020.

The esteemed Member States are requested to take necessary measures for widest possible circulation of the advertisement, including its uploading on the websites of following offices:

1. Ministry of Foreign Affairs/External Affairs;
2. Relevant Ministries and offices;
3. Relevant professional organizations/bodies/institutions; and
4. Relevant publicly accessible sites

A copy of letter No. SARC/CC/ADM/RECRUS-PROFS/2019/06 dated 29 July 2019 of SCC, along with the vacancy announcement, details of the qualifications, experience, job description, recruitment procedure and other entitlements of the position are enclosed. It may be noted that complete information will also be available on the SCC's website (www.saarcculture.org).

Applications together with copies of educational/professional qualifications should be sent to the SAARC Secretariat through the Ministries of Foreign/External Affairs of the respective Member States, to reach SAARC Cultural Centre **on or before 25 October 2019**.

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

Encls: a.a.

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



29 July 2019

Copy to the Director, SAARC Cultural Centre, Colombo, Sri Lanka.



SAARC CULTURAL CENTRE SRI LANKA

SOUTH ASIAN ASSOCIATION FOR REGIONAL COOPERATION
(SAARC)

29-07-2019

SAARC/CC/ADM/RECRUS-PROFS/2019/06

H. E. The Secretary General of SAARC
SAARC Secretariat
Kathmandu
Nepal

Attention-Director (ETS-Admin)

Your Excellency,

Vacancy Announcements for the post of Deputy Director (Research) at the SAARC Cultural Centre, Sri Lanka.

This has reference to your communication no. 172/10/018 SAARC/ETS/SCC/16 dated 07th February 2019 on the above subject.

Kindly noted that the post of Deputy Director (Research) will be vacant from 27th February 2020 at the SAARC Cultural Centre.

I am enclosing herewith the details of the qualifications, experience, job description, recruitment procedures and other entitlements of the positions (Professional category) to be recruited at the SAARC Cultural Centre.

Hence, it would be very much appreciated if the secretariat could circulate the vacancy announcements among the Member States through Ministries of Foreign/External Affairs.

Thank you,

Yours faithfully,

Renuka Ekanayake
Director-
SAARC Cultural Centre.

SAARC CULTURAL CENTRE - SRI LANKA
VACANCY ANNOUNCEMENT

The SAARC Cultural Centre in Sri Lanka is the Regional Centre for Art and Culture, established by the South Asian Association for Regional Cooperation. Its aim is to celebrate cultural diversity, promote Regional cultural awareness and unite the people of South Asia through Art and Culture.

The following vacancy at the SAARC Cultural Centre, Colombo is open for citizens of SAARC Member States.

DEPUTY DIRECTOR (Research)

Place of Posting	:	Colombo, Sri Lanka
Tenure of the Post	:	3 (three) years
Age	:	Maximum 52 years
Qualifications	:	Masters or higher degree, from a recognized university, preferably in Cultural Studies or Social Sciences or Humanities or Archaeology, Anthropology or Aesthetic Studies.

Preference will be given to PhD in social Sciences or Humanities.

Experience:	At least 15 years of Research experience in the field of Culture, Art or social sciences.
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Preference will be given for experience in tangible culture and intangible cultural Heritage in the SAARC Region.

Proven track record on conceptualizing and developing Research programmes, with minimum

10 years of experience as Deputy Director or equivalent position / level.

Designing and conducting participative training workshops and seminars at all levels; ability to coordinate and manage Research programmes and Research works independently.

A sound knowledge of computer applications, excellent written and verbal skills in English are essentials.

Summary of job description: planning and implementation of the research Programmes of the SAARC Cultural Centre.

To create and write concept papers and develop Research programmes, prepare schedules and Monitoring the progress.

Preparation of reports and periodical reviews of the Research programmes.

To supervise the functioning of staff in the area of Research programmes.

Assist the Director in the preparation of publications.

Establish and maintain positive work relationships with others both internally and externally, to achieve the goals of the organization.

Allowances and Benefits : Living allowances – US \$ 1,437 per month
Residential Accommodation
Education Allowance for Children
Medical Allowance

The sending Member Governments would bear the following costs associated in respect of the Professional Staff of the SAARC Regional Centres:

The sending Member Governments shall continue to pay salaries of the Professional staff of the SAARC Regional Centres and shall bear all costs associated with the joining and return passage of the Professional Staff and of their accompanying entitled family members and transportation of personal effects including packing, handling and insurance charges in accordance with their respective rules and regulations.

The Professional Staff of the SAARC Regional Centres, shall be entitled to the following allowances out of the institutional cost Budget of the Centres:

1. Living Allowance including private transportation (as per SAARC practice, if selected, the applicant should be on deputation and his/her salary should be protected by the sending Government)

US \$ 1,437/- (US Dollars) only per month. 50% paid in US Dollars and 50% in LKR if not recruited from host country.

2. Daily Allowance in lieu of Rent Allowance

The Director shall ensure accommodation for the Professional Staff before his/her arrival. In the absence of residential accommodation on first Arrival, the Professional Staff shall be entitled to Daily Allowance US \$ 140/- per day up to a maximum of 21 days from the date of arrival. An accompanying spouse and up to two of the dependent children below the age of 21 years will get 50% of Daily Allowance. The Regional Centre shall try to find and finalize lease deed for suitable accommodation within this period of time. In case a suitable accommodation is not available within this period, the

actual cost of hotel accommodation may be reimbursed to the Professional Staff subject to his/her entitled rental ceiling.

Professional Staff recruited from the Host Government shall not be entitled to Daily Allowance.

3. Residential Accommodation

Free unfurnished accommodation within rental ceiling of US\$ 682/- (Dollars Six Hundred and Eighty-Two only) in equivalent local currency of Sri Lankan Rupees per month. Directly pay to the lessor.

4. Furnishing/Settlement Grant

Lump sum of US \$ 2,000/- (US Dollars Two Thousand only)

5. Children's Education Allowance (for 2 children between the age of 4 to 21 years)

Professional Staff shall be entitled to reimbursement of 90% of school Tuition Fees including Admission, Registration and other compulsory charges subject to an annual ceiling of US \$ 1,500/- per child for a maximum of two children between the age of 4 to 21 years., i.e. Grade XII/A-Level.

6. Medical Facilities

Reimbursement of actual expenses on medical treatment for self, spouse and dependent children subject to an annual ceiling of US\$ 1,500/- (US Dollars One Thousand Five Hundred only) including 80% reimbursement of hospitalization charges.

7. Home Leave Passage

A return air ticket (Economy Class) for self, spouse and two dependent children residing with their parents once in their tenure and only after completing 18 months of continuous service.

Applicants who possess the above requisite qualifications should forward their applications together with copies of educational/professional qualifications, details of work experience and names and addresses of 2 non-related referees. Candidates from the Universities/Government Departments/Corporations and Statutory Boards should apply through the Heads of their respective institutions. Application should be sent to the SAARC Secretariat, Kathmandu, Nepal through the SAARC Divisions of the Ministry of Foreign Affairs of Afghanistan, Bangladesh, Bhutan, Maldives, Nepal, Pakistan and Sri Lanka and the Ministry of External Affairs of India to reach the 'Director, SAARC Cultural Centre, 224, Bauddhaloka Mawatha, Colombo 07, Sri Lanka, on or before 25th October 2019.

For further details please visit www.saarcculture.org

ANY CANVASSING WILL BE DEFINITE DISQUALIFICATION. THE DECISION OF THE SELECTION PANEL WILL BE FINAL.

Director

SAARC Cultural Centre

224, Bauddhaloka Mawatha

Colombo 07

Sri Lanka