

**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 vacancies at the SAARC Cultural Centre, Colombo is open for citizens of SAARC Member States.

DEPUTY DIRECTOR (PROGRAMMES)

- Place of Posting : Colombo, Sri Lanka
- Tenure of the Post : 3 (three) years
- Age : Maximum 50 year
- Qualifications : Masters or higher degree, from a recognized university, preferably in Cultural Studies or Social Sciences or Humanities or Anthropology and Aesthetic Studies. Preference will be given to PhD in above disciplines.
- Experience : At least 15 years experience in planning & implementation of cultural programmes and research work at senior level with international exposure.
- Proven track record on conceptualizing and developing 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 programmes and research work independently.

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

Summary of job description:

To assist the Director in planning and implementation of the programmes of the SAARC Cultural Centre

To create and write concept papers and develop programmes, prepare schedules and monitor progress.

Preparation of reports and periodical reviews of the programmes.

To supervise the functioning of staff in the area of 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.

Provided that the 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 5 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.

CULTURAL SPECIALIST (RESEARCH)

Place of Posting : Colombo, Sri Lanka

Tenure of the Post : 3 (three) years

Age : Maximum 48 year

Qualifications : Minimum of a Masters degree from a recognized university in Social Sciences or Humanities. Preference will be given to a candidate with a PhD in Social Sciences.

Experience : Minimum of 10 years of experience in research related activities in a reputed organization in the cultural field.

Experience in conducting research and producing research papers and publications with competence in conceptualizing, designing, organizing and implementing research programmes, ability to organize conference, workshop and seminars at international levels with minimum of 5 years experience as an assistant Director of equivalent position/level.

An excellent knowledge of written and spoken English, with the ability to edit publications and write detailed research proposals, concept notes, newsletters and other official correspondence.

A sound knowledge of computer applications and social media applications.

Ability to co-ordinate and manage international programmes and activities in a professional manner.

Summary of job description : To Assist the Director and Deputy Directors in conceptualizing, planning, researching and implementing all programmes of the SAARC Cultural Centre.

Producing and editing research papers and publications.

Researching, writing and preparing preliminary reports and assisting with the production of final reports and periodical reviews before and after programmes of the SAARC Cultural Centre.

Execute any special assignment given by the Director and Deputy Director as and when necessary.

Content development for institutional website and Social Media.

Allowances and Benefits

Living Allowances US \$ 1,253/- per month
Residential Accommodation
Educational Allowances for Children
Medical Allowances

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 \$ 1,118.70 (US Dollars One Thousand One Hundred Eighteen and Seventy cents 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.

3. Residential Accommodation

Free unfurnished accommodation within rental ceiling of US \$ 585/- (US Dollars Five Hundred and Eighty-Five 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 5 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 20th May 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