



**SOUTH ASIAN ASSOCIATION
FOR REGIONAL COOPERATION
SECRETARIAT**

Fax/E-Mail No: 184/8/20

SAARC/ESC/Appointments/220/2016

The Secretariat of the South Asian Association for Regional Cooperation (SAARC) presents its compliments to the Ministry of Foreign Affairs/External Affairs of the Member States of SAARC and has the honour to forward herewith the prepared advertisement /vacancy notice of the following vacancies at the SAARC Cultural Centre for the professional category.

1. Deputy Director (Research)
2. Culture Specialist

The SAARC Secretariat would highly appreciate if the esteemed Ministry of Foreign Affairs/External Affairs could make appropriate publicity by media and forward to the relevant institutions enable to apply interested individuals who qualified for the vacant posts.

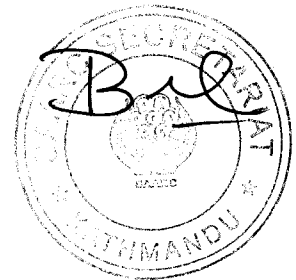
Please note that the applications have to be reached to SAARC Secretariat **with the recommendation from the SAARC Division of the esteemed Ministry of Foreign Affairs/External Affairs on or before 31st March 2016.**

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

05 February 2016

**Ministry of Foreign Affairs/External Affairs
(SAARC Division)
Member States of SAARC**

Copy: SAARC Cultural Centre, Colombo.





SAARC CULTURAL CENTRE - SRI LANKA VACANCY ANNOUNCEMENT

The SAARC Cultural Centre, established in Sri Lanka is a Regional Centre under the South Asian Association for Regional Cooperation (SAARC), mandated to promote cultural cooperation and to bring the the peoples of South Asia closer through culture and art.

The following Posts are open to all SAARC Member States.

DEPUTY DIRECTOR (RESEARCH)

- Place of Posting** : Sri Lanka
- Tenure of the Post** : 3 (three) years
- Age** : Maximum 50 years
- Qualifications** : Masters or higher degree from a recognised university in Social Sciences or Humanities and Aesthetic Studies. Preference will be given to Ph.D in Social Sciences or Humanities.
- Experience** : At least 15 years of research experience in the field of culture, art or social sciences with minimum 10 years of experience as Deputy Director or equivalent position/ Level.
Preference would be given for experience in tangible and intangible heritage in the SAARC region.
- Summary of job description** : To assist the Director in the implementation of the research programmes of the SAARC Cultural Centre
- To supervise the functioning of staff in the area of Research
- Preparation of reports and periodical review of research programmes of the SAARC Cultural Centre
- Assist the Director in the preparation of publications of the centre
- Assist the Director in administrative, financial and coordination work in the related field.

CULTURE SPECIALIST

- Place of Posting** : Sri Lanka
- Tenure of the Post** : 3 (three) years
- Age** : Maximum 48 years
- Qualifications** : At least a Masters or higher degree from a recognised university in Social Sciences. Preference will be given to Ph.D in Social Sciences.
- Experience** : 10 years experience of training and research work in a reputed organization in the field of culture with competence in conceptualization, design, implementation, analysis and organization of participative training courses, workshops and seminars at all levels with minimum 5 years experience as Assistant Director or equivalent position/Level. Be able to handle and co-ordinate research work independently. Knowledge of computer, excellent written and verbal skills in English are essential.
- Summary of job description** : To assist the Director/ Deputy Directors in the implementation of the programmes of the SAARC Cultural Centre
- Provide assistance in the area of research, training and dissemination of information
- Provide assistance in the preparation of reports and periodical review of research and training programmes of the SAARC Cultural Centre
- Contribute as internal faculty for the training programmes, workshops, seminars etc.
- Any special assignment given by the Director/Deputy Directors as and when necessary

For further details please visit www.saarcculture.org

Applications may be sent to the SAARC Secretariat, Kathmandu, Nepal through the SAARC Division of the Ministries of Foreign/ External Affairs of the Member States of SAARC to reach the Director, SAARC Cultural Centre, No. 224, Baudhaloka Mawatha, Colombo 7, Sri Lanka latest by 31 March 2016.