



# VACANCIES

## Positions in Research and Educational Administration

The Bandaranaike Centre for International Studies (BCIS) is the pioneer educational institution in Sri Lanka to introduce the study and teaching of International Relations offering interested students a variety of courses in the field. It has an impressive track record of policy research and publications which address key aspects of Sri Lanka's foreign policy as well as regional and global issues that are of relevance to Sri Lanka's national interest. In pursuance to its commitment to high quality education, research and publications, the BCIS is offering new opportunities for experienced and emerging scholars in its research and educational administration divisions. The BCIS invites applications for the following posts.

### HEAD OF RESEARCH

#### Main Responsibilities:

- Contribute to shaping the strategic direction of research programmes of the BCIS;
- Provide overall academic leadership to the BCIS research teams;
- Lead the BCIS research programmes by planning activities, enlisting researchers and coordinating them;
- Liaise with regional and global institutions for research collaboration and ensure the availability resources for research and research conferences; and
- Lead and guide the BCIS research seminars, workshops and publications.

**Qualifications:** Ph.D. in International Relations or in a related fields and Five (05) years of relevant experience in leading a research team in Sri Lanka or abroad.

**Salary Scale:** LKR. 250,000.00 - 20,000.00 x 10 - LKR. 450,000.00 (Negotiable)

### SENIOR RESEARCHER GRADE - I

#### Main Responsibilities:

- In association with the Head of Research of the BCIS, undertake policy-oriented research in line with the strategic direction of BCIS research;
- Plan and Coordinate the BCIS research programmes;
- Write Research Proposals and search for funding opportunities
- Organize national and international research conferences;
- Initiate and supervise research publications; and
- Lead public awareness programmes on national, relational global issues.

**Qualifications:** Ph.D. in International Relations or in a related fields and a minimum of three (03) years of research experience in Sri Lanka or abroad.

**Salary Scale:** LKR. 250,000.00 - 15,000 X 10 - LKR. 400,000.00

### SENIOR RESEARCHER - GRADE II

#### Main Responsibilities:

- Conduct policy oriented research with the guidance of the senior researchers;
- Produce publishable research reports;
- Work independently to meet multiple deadlines to plan and implement research programmes;
- Contribute to organizing research conferences and workshops; and
- In consultation with Senior Researchers, organize public events and outreach programmes to enhance public awareness on national, regional and global issues.

**Qualifications:** M.A./M.Phil in International Relations or any other related field and a minimum of three (03) years of research experience in Sri Lanka or abroad.

**Salary Scale:** LKR. 125,000.00 - 10,000.00 X 08 - LKR. 205,000.00

### EDUCATIONAL TECHNOLOGY INTEGRATION COORDINATOR

#### Main Responsibilities:

- Provide technological support to maintain and constantly upgrade the BCIS Website and other digital/social media platforms;
- Provide technological support for teaching/teachers and research/researchers;
- Manage the information technology needs and systems including implementing the BCIS database and network designs; and
- Install, and upgrade software, ensuring systems security and troubleshooting computer issues and social media of the BCIS.

**Qualifications:** Relevant educational and professional qualifications in Computer Hardware, Programming Networking, Multimedia, IT etc. and a minimum of one-year relevant experience.

**Salary Scale:** LKR. 60,000.00 - 5,000.00 X 08 - LKR. 100,000.00

Interested candidates are invited to forward your complete resume and the names and contact details of two unrelated referees with a cover letter to [admin@bcis.edu.lk](mailto:admin@bcis.edu.lk).

**Application Submission Deadline: On or Before January 14, 2024.**

#### Executive Director

Bandaranaike Centre for International Studies (BCIS)

BMICH

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