

Senior Scientist (AR 2)

Job Description

1. The formulation and reviewing of relevant reports, policies and plans regarding the development of Science and Technology and the application of Science and Technology for National Development
2. Conducting researches/surveys as and when necessary for formulation of policies and plans
3. Conducting policy studies and when necessary for formulation of policies and plans related to the Science, Technology & Innovation (STI)
4. Manage, coordinate and contribute to the activities assigned to, Consultative Fora, Expert Committees, Review Panels and Study Groups under the directions of the Director/C.E.O
5. Organizing and/or conducting the S&T reviews and supporting to any other activities
6. Overall coordination of organizing the Biennial Sri Lanka Conference on Science and Technology (BICOST).
7. Be responsible for the preparation and publication of relevant documentation, policy reports and technical reports
8. Be responsible for maintaining databases of relevant Science & Technology (S&T) and Research & Development (R&D) information
9. Be responsible for S&T data archives
10. Overall coordination and finalization of the Plan of Action of NASTEC
11. Overall coordination and final submission of Progress Reports of NASTEC to relevant agencies.
12. Coordinate and facilitate Institutional reviews in collaboration with other staff
13. Be responsible for obtaining relevant information from the public/private S & T, R & D and other relevant institutions
14. Overall coordination and finalization of the Annual Science and Technology Status Report
15. Submission of proposals to improve the performance of NASTEC whenever needed.
16. Facilitate, Coordinate and follow-up the institutional programmes/projects
17. Undertake follow up action on Commission decisions and audit queries
18. Coordinate and facilitate the data collection process in preparing relevant reports
19. Propose new policies, programmes, suggestions for the better performance of the NASTEC
20. Provide responses to Audit queries relevant to work concerned
21. Preparation of reports and documents as and when required
22. Assist the Director in editing official reports and publications
23. Any other duties or responsibilities as assigned by the Chairman, Director/C.E.O.