



SAARC CULTURAL CENTRE - SRI LANKA

VACANCY ANNOUNCEMENT

The SAARC Cultural Centre in Colombo, Sri Lanka, is the Regional Centre for Art and Culture established by the South Asian Association for Regional Cooperation (SAARC) with the mandate to promote regional unity through cultural integration and inter-cultural dialogue and contribute towards preservation, conservation and protection of South Asia's cultural heritage within the framework of the SAARC Agenda for Culture.

The following vacancies for Professional Staff at the SAARC Cultural Centre, Colombo, are open for the citizens of SAARC Member States.

DEPUTY DIRECTOR (PROGRAMMES) - (Vacant from 01st August 2024)

Age : Below 55 Years
Duty Station : Colombo, Sri Lanka
Tenure of the Post : 3 (Three) Years

Educational Qualifications

- Master's or higher Degree from a recognized University, preferably in the field of Cultural Studies /Social Sciences / Humanity / Anthropology / Aesthetic Studies or a relevant discipline;
- Preference will be given to PhD in above disciplines;

Work Experience

- Minimum of 15 years experience in planning and implementation of cultural programmes at management level;
- Minimum of 10 years of proven experience in conceptualizing and developing programmes in the field of culture or relevant disciplines in a capacity of professional staff or equivalent level at any intergovernmental or international organizations;

Competencies / Skills

- Excellent organizational and coordination skills to manage programmes independently in a professional manner;
- Designing and conducting participative training workshops, seminars, etc., at international standards.
- Excellent written and oral communication skills in English and editing skills;
- Outstanding capacity to collect, synthesize and analyse information from various sources and draft documents in a clear and concise manner;
- Good IT skills, including computer applications;

Brief Job Description

- Assisting the Director in planning and implementation of all programmes of the SAARC Cultural Centre;
- Creating and writing concept papers, developing programmes, preparing schedules and monitoring progress;
- Responsible for preparation of reports and periodical reviews of the programmes and activities;
- Assisting the Director in preparation of publications;
- Supervising other staff in relation to organizing and conducting programmes;
- Establishing and maintaining positive work relationship with other stakeholders to achieve the goals of the Centre;
- Execute any special assignments given by the Director as and when necessary.

CULTURAL SPECIALIST (PROGRAMMES)

Age : Below 50 Years
Duty Station : Colombo, Sri Lanka
Duration : 3 (Three) Years

Educational Qualifications

- A minimum of Master's Degree from a recognized University in Social Sciences or Humanities preferably in a discipline related to Culture and Heritage Management etc.
- Preference will be given to Candidates with a PhD in related subject areas.

Work Experience

- Minimum of 10 years experience in planning and implementation of cultural programmes at management level;
- Minimum of 8 years of proven experience in conceptualizing and developing programmes in the field of culture or relevant disciplines as an Assistant Director or in an equivalent position at any intergovernmental or international organizations;
- International work experience will be an added qualification.

Competencies / Skills

- Excellent organizational & coordination skills to assist the Director and Deputy Directors in SCC programmes.
- Designing & conducting training workshops and seminars at international standards.
- Excellent written and oral communication skills in English to be able to work on official correspondence etc.
- A sound knowledge of computer and social media applications;
- Ability to co-ordinate and manage international programmes and activities in a professional manner.

Brief Job Description

- To assist the Director and Deputy Directors in conceptualizing, planning, researching and implementing all Programmes of the SAARC Cultural Centre.
- Provide assistance in the areas of training and dissemination of information and knowledge.
- Assist and contribute in training programmes, workshops, seminars, etc.
- Development of innovative and creative programmes, Preparation of concept papers and reports.
- Execute any special assignments given by the Director and Deputy Directors as and when necessary.

CULTURAL SPECIALIST (RESEARCH)

Age : Below 50 Years
Place of Posting : Colombo, Sri Lanka
Tenure of the Post : 3 (Three) Years

Educational Qualifications

- Minimum of a Master's Degree from a recognized university in Social Sciences or Humanities preferably in a discipline related to Culture and Heritage Management;
- Preference will be given to a candidate with a PhD in related subject areas.

Work Experience

- Minimum of 10 years experience in research related activities in a reputed organization in the field of culture at management level.
- Minimum of 8 years of experience as an Assistant Director or in an equivalent position at any intergovernmental or international organization.
- International experience will be an added qualification.

Competencies / Skills

- Experience in conducting research and editing research papers and publications with competence in conceptualizing, designing, organizing and implementing research programmes;
- Ability to organize conferences, workshops and seminars at international standards.
- 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 and social media applications;
- Ability to co-ordinate and manage international programmes and activities in a professional manner;

Brief of Job Description

- To Assist the Director and Deputy Directors in conceptualizing, planning, researching and implementing all programmes of the SAARC Cultural Centre.
- Writing and editing research papers and publications.
- Execute any special assignments given by the Director and Deputy Directors as and when necessary.
- Content development for institutional website and social media.

For further details, please refer: <https://saarcculture.org/professional-staff/>

Application should be sent to the SAARC Secretariat, Kathmandu, Nepal through the SAARC Divisions of Ministry of Foreign Affairs/ Ministry of External Affairs of the respective Member States of the applicant to reach the Director, SAARC Cultural Centre, 224, Bauddhaloka Mawatha, Colombo 07, Sri Lanka, on or before **19th April 2024**.