

Vacancy Announcement – Deputy Director (Research)

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

The SAARC Cultural Centre invites applications from suitably qualified nationals of SAARC Member States for the following position:

Deputy Director (Research)

Place of Posting : Colombo, Sri Lanka

Tenure of the Post : Three (03) years

Age Limit : Below 52 Years

Qualifications

- Master's Degree or higher from a recognized university, preferably in Cultural Studies, Social Sciences, Humanities, Archaeology, Anthropology, or Aesthetic Studies.
- Preference will be given to candidates with a PhD in Social Sciences or Humanities.

Experience

- Minimum of fifteen (15) years of research experience in Culture, Art, or Social Sciences.
- At least ten (10) years of experience at the level of Deputy Director or an equivalent position.
- Proven track record in conceptualizing and developing research programmes.
- Experience in designing and conducting participatory training workshops and seminars.
- Ability to coordinate and manage research programmes independently.
- Sound knowledge of computer applications and excellent written and verbal communication skills in English.

Summary of Job Description

- Planning and implementation of research programmes of the SAARC Cultural Centre.
- Preparation of concept papers, schedules, monitoring, and reporting.
- Supervision of staff engaged in research programmes.
- Assistance to the Director in the preparation of publications.
- Establishment and maintenance of effective working relationships with internal and external stakeholders.

Allowances and Benefits Living Allowances

- US \$ 1,580.70 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. As per SAARC practice, if selected, the applicant should be on deputation and his/her salary should be protected by the sending Government.

2. Living Allowance – US \$ 1,580.70 US Dollars only per month.

The Living Allowance payable to the two categories of Professional staff of the regional Centres. 50% of the Living Allowance to the Professional staff shall be paid in US Dollars and the remaining 50% shall be paid in local currency.

Sri Lankan professional Staff will be paid in LKR as per the new financial rules of Sri Lanka.

3. 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.

Professional Staff recruited from the Host Government shall not be entitled to Daily Allowance.

4. 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.

5. Furnishing/Settlement Grant

One-time Lump sum of US \$ 2,000/- (US Dollars Two Thousand only)

6. 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 Grade XII/A-Level.

7. 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.

8. Home Leave Passage

A return air ticket (Economy Class) for self, spouse and two dependent children once in their tenure and only after completing 18 months of continuous service.

Applicants who possess the requisite qualifications and experience should submit their applications together with copies of educational and professional qualifications, details of work experience, and the names and addresses of two (02) non-related referees. Candidates employed in Universities, Government Departments, Corporations, or Statutory Boards must apply through the Head of their respective institutions.

Applications should be forwarded to the Director (ESC), SAARC Secretariat, Kathmandu, Nepal, through the SAARC Divisions of the Ministries of Foreign Affairs of SAARC Member States, to reach the Director, SAARC Cultural Centre, No. 224, Bauddhaloka Mawatha, Colombo 07, Sri Lanka, on or before **10th April 2026**.

Any form of canvassing will result in automatic disqualification. The decision of the Selection Panel shall be final.

Director
SAARC Cultural Centre
224, Bauddhaloka Mawatha
Colombo 07
Sri Lanka