

Institute of National Security Studies, Sri Lanka (INSSSL)
Advertisement for the Position of Position of
Director (Communications and Publications)

Job Title	Director (Communications and Publications)
Job Family	Communication
Number of Positions	One
Reporting Relationship	Director General
Contractual	For fixed term of six months including a probation period of initial three months from the date of joining the Institute and this will not confer any right of permanence.
Age Limit	Above 35 years & Below 50 years
Educational Qualifications & Experience	<p>MA / MSc/ Master degree in International Relations / Peace and Conflicts / Defence Studies / Terrorism Studies/ Intelligence Studies / Social Science Studies or Master degree in a relevant field which is recognized by the University Grants Commission</p> <p>And</p> <p>At least 06 years' experience at Senior Managerial Level with a proven track record and Communication experience in a Corporation, Board or a reputed Mercantile Establishment</p> <p><u>Preferred</u></p> <p>~ High energy, maturity, and leadership with the ability to serve as a unifying force and to position communications discussions at both the strategic and tactical levels</p> <p>~ Candidates who have completed the doctorate degree in a related subject and have published peer- reviewed work of high order</p> <p>~ Highly collaborative style; experience developing and</p>

	<p>implementing communications and publications strategies</p> <p>~ Excellent writing and editing skills for both academic and popular audience/ record of publications</p> <p>~ Excellent interpersonal, written and verbal communication skills</p> <p>~ Press and social media skills (Press releases, Facebook, Twitter, etc);</p>
Overall Purpose and Role	<p>Shall be associated with the selected Centre and will contribute ideas for the enhancement of techniques or methodologies for Publications and Communications at the Institute and is expected to take significant initiatives in the centre's work, besides her/his own core communication.</p>
Job Description	<p>~ Build and maintain a pool of editorial talent and build/manage relationships with editors, proofreaders, designers, distributors, etc.</p> <p>~ Coordinate with contributors for the promotion and diffusion of publications</p> <p>~ Public speaking at events and conferences as needed to present publications</p> <p>~ Assists the Director General with grant writing and concept notes for publications and communications-related fundraising.</p> <p>~ Other institutional tasks as agreed upon with Director General</p>

Desired Skill-Set	<ul style="list-style-type: none"> ~ Keen interest in analysing current national and international affairs in the related area ~ Provide leadership to younger scholars ~ Excellent communication and interpersonal skills ~ Ability to attend to detail ~ Work under strict timelines ~ Pro-active ~ Ability to maintain high- degree of confidentiality ~ Flair for team work
Documents Require	<ul style="list-style-type: none"> ~ Covering Letter ~ Curriculum Vitae ~ Statement of Purpose ~ Two letters of references including one by the Head of the Institute currently working with. Reference Letters must be sent separately in confidence by the person writing the Reference Letter; and addressed to Director (Administration), INSSSL
Mode of Application	<ul style="list-style-type: none"> ~ Duly completed applications together with the certified copies of the proofs of relevant educational qualifications, experience along with the names and contact details of two non-related referees should be sent by e-mail to <u>careers.insssl@gmail.com</u> with the subject titled as "Job application: Director (Communications and Publications)" ~ Alternatively, hard copy of the application with the registered envelope having a clear title of "Application for the Position of Director (Communications and Publications)" sent to: Director (Administration), Institute of National Security Studies Sri Lanka (INSSSL), 8th Floor, "SUHURUPAYA", Sri Subhuthipura Road, Battaramulla, Sri Lanka.
Last Date of Application	<ul style="list-style-type: none"> ~ Application must reach on or before 29th October 2017 ~ Institute will not be responsible for the postal delays or technical issues with internet
Selection Procedure	<ul style="list-style-type: none"> ~ Shortlisting of candidates will be made after the evaluation of the submitted documents ~ Shortlisted candidates will be interviewed by a Selection Committee to whom they will be expected to make a

	presentation on their past work and future research plan
General Information	<p>~ Candidates presently serving with the Government sector or Universities and shortlisted for Interview must provide a “NO OBJECTION CERTIFICATE” from the present employer before/ at the time of Interview</p> <p>~ The Institute reserves the right to fill or not to fill any or all the positions advertised</p> <p>~ The selected candidates will be expected to join from November 2017</p> <p>~ The Institute reserves the right to restrict the number of candidates for interview to a reasonable limit on the basis of qualifications and experience higher than the minimum prescribed in the advertisement and other academic achievements and feedback on past performance</p> <p>~ In case a candidate joins the Institute accepting the Terms and Conditions contained herein, she/he will be required to give an undertaking in writing that she/he will not apply for any appointment or course, part-time or full-time, without obtaining the written permission from the competent authority of the Institute.</p> <p>~ The selected candidate shall be subjected to other rules and regulations as applicable to INSSSL Scholars and Staff</p>

- The job duties and responsibilities listed are intended to describe the general nature of the role. The duties and responsibilities and the balance between the elements in the role may change or vary over time depending on the specific needs of the Institute at a specific point in time or due to changing needs of the Institute.