

## Position of Director (Research & Training)

<b>Job Title</b>	Director (Research & Training)
<b>Job Family</b>	Research
<b>Number of Positions</b>	One
<b>Reporting Relationship</b>	<b>Director General</b>
<b>Contractual</b>	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.
<b>Age Limit</b>	Above 35 years & Below 50 years
<b>Educational and Professional Qualifications</b>	<p><b><u>Minimum</u></b></p> <p>MA / MSc/ Master degree in International Relations / Peace and Conflicts / Defence Studies / Terrorism Studies/ Social Science degree which is recognized by the University Grants Commission.</p> <p><b><u>Preferred</u></b></p> <p>~ The above is the minimum qualification. Candidates with longer research experience and better educational qualification will be preferred</p> <p>~ Candidates who have completed the doctorate degree in a related subject and have published peer- reviewed work of high order</p> <p>~ Candidates with requisite work and research experience in think tanks, research institutes or universities</p>
<b>Overall Purpose and Role</b>	Shall be associated with the selected Centre and will contribute ideas for the enhancement of techniques or methodologies for research at the Institute and is expected to take significant

	initiatives in the centre's work, besides her/his own core research.
<b>Job Description</b>	<ul style="list-style-type: none"> <li>~ Present and publish two research articles in a peer- reviewed journal</li> <li>~ Submit one book of about 50,000 words, prior to the completion of the term</li> <li>~ Publish two Policy/Issue Briefs during the tenure</li> <li>~ Publish one Web Commentary/ Book Review every year</li> <li>~ Publish web commentaries and issue/ policy briefs as per the work norms, prescribed on joining</li> <li>~ Organise round tables, workshops, seminars, conferences, meetings under the aegis of the Centre/ Institute</li> <li>~ Individually carry out research activities related to own focused area of research</li> <li>~ Lead a project undertaken at any time by INSSSL and/ or that undertaken individually</li> <li>~ Other institutional tasks as agreed upon with DG</li> </ul>
<b>Desired Skill-Set</b>	<ul style="list-style-type: none"> <li>~ Keen interest in analysing current national and international affairs in the related area</li> <li>~ Provide leadership to younger scholars</li> <li>~ Excellent communication and interpersonal skills</li> <li>~ Ability to attend to detail</li> <li>~ Work under strict timelines</li> <li>~ Pro-active</li> <li>~ Ability to maintain high- degree of confidentiality</li> <li>~ Flair for team work</li> </ul>

<b>Documents Require</b>	<ul style="list-style-type: none"> <li>~ Covering Letter</li> <li>~ Curriculum Vitae</li> <li>~ Research Proposal (maximum 1500 words) stating the purpose of the Research, its relevance, research questions and literature review etc. on the subject matter.</li> <li>~ 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</li> <li>~ Two published writing samples (Research articles in refereed journals)</li> <li>~ List of Articles/ Books/ Monographs published</li> </ul>
<b>Mode of Application</b>	<ul style="list-style-type: none"> <li>~ Interested candidates may send in their documents by e-mail to <a href="mailto:careers.insssl@gmail.com">careers.insssl@gmail.com</a> with the subject titled as “ <b>Job application: Director Research</b>”</li> <li>~ Alternatively, hard copy of the application with the registered envelope having a clear title of “<b>Application for the Position of Director Research</b>” can also be sent to: <b>Director (Administration), Institute of National Security Studies Sri Lanka (INSSSL), 8<sup>th</sup> Floor, “SUHURUPAYA”, Sri Subhuthipura Road, Battaramulla, Sri Lanka.</b></li> </ul>
<b>Last Date of Application</b>	<ul style="list-style-type: none"> <li>~ Application must reach on or before <b>31<sup>st</sup> of August 2017</b></li> <li>~ Institute will not be responsible for the postal delays or technical issues with internet</li> </ul>
<b>Selection Procedure</b>	<ul style="list-style-type: none"> <li>~ Shortlisting of candidates will be made after the evaluation of the submitted documents</li> <li>~ 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</li> </ul>

<p><b>General Information</b></p>	<ul style="list-style-type: none"> <li>~ 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</li> <li>~ The Institute reserves the right to fill or not to fill any or all the positions advertised</li> <li>~ The selected candidates will be expected to join by end of <b>September 2017</b></li> <li>~ 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</li> <li>~ In case of non-availability of suitable candidates with prescribed qualifications, INSSSL reserves the right to relax the prescribed qualifications for candidates found more suitable for the position with relevant experience and expertise in the specified field”.</li> <li>~ 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.</li> <li>~ The selected candidate shall be subjected to other rules and regulations as applicable to INSSSL Scholars and Staff</li> </ul>
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- 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.