

Position of Research Assistant

Job Title	Research Assistant
Job Family	Research Staff
Number of Positions	One
Reporting Relationship	Director General/Director Research & Training / Research Analyst / Associate Research Fellow
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 18 years & Below 45 years
Educational and Professional Qualifications	<p><u>Minimum</u></p> <p>Bachelor Degree in International Relations / Peace and Conflicts / Defence Studies / Terrorism Studies/ Social Science degree which is recognized by the University Grants Commission.</p> <p><u>Preferred</u></p> <p>The above is the minimum qualification. Candidates with better educational qualification will be preferred</p>
Overall Purpose and Role	Shall be associated with the selected Centre and will assist in research work
Job Description*	<ul style="list-style-type: none"> ~ Present and publish one research articles ~ Publish one Web Commentary ~ Publish web commentaries and issue/ policy briefs as per the work norms, prescribed on joining ~ Organise round tables, workshops, seminars, conferences, meetings under the aegis of the Centre/ Institute ~ Individually carry out research activities related to own focused area of research ~ Other institutional tasks as agreed upon with DG

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 ~ Flair for team work
Documents Require	<ul style="list-style-type: none"> ~ Covering Letter ~ Curriculum Vitae ~ One letters of references 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"> ~ Interested candidates may send in their documents by e-mail to careers.insssl@gmail.com with the subject titled as " Job application : Research Assistant" ~ Alternatively, hard copy of the application with the registered envelope having a clear title of "Application for the Position of Research Assistant" can also be 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 31st of August 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

<p>General Information</p>	<ul style="list-style-type: none"> ~ 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 ~ The Institute reserves the right to fill or not to fill any or all the positions advertised ~ The selected candidates will be expected to join by end of September 2017 ~ 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 ~ 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". ~ 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. ~ The selected candidate shall be subjected to other rules and regulations as applicable to INSSSL Scholars and Staff
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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.