

SAARC CULTURAL CENTRE (SCC)
No. 224, Bauddhaloka Mawatha, Colombo – 07, Sri Lanka

Vacancy Announcement (2020)

Post	:	Culture Specialist – Programmes
Age	:	50 (Fifty) years- maximum
Duty Station	:	Colombo, Sri Lanka
Date of Joining	:	Sixty (60) days from the date of issue of the letter of appointment
Duration	:	3 years

1. Qualifications

A minimum of Masters Degree from a recognized University in Social Sciences or Humanities preferably with subject disciplines related to Culture, Cultural and Heritage management etc., Preference will be also be given to Candidates with a PhD in related subject areas.

2. Experience

A minimum of 10 years experience in training and programming activities in a reputed organization in the field of culture with proven track of conceptualizing, designing, implementing, organizing participative training courses, workshops and seminars at various levels

A minimum of 5-year experience as an Assistant Director or in an equivalent position/level.

Sound knowledge of written and spoken English with the ability to develop detailed and clear concept proposals and official letters of correspondence.

Able to co-ordinate and manage Programmes and activities in a professional manner.

Good record of research will be an added advantage.

3. 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.

Researching, new skills, creations, writing and preparing concept notes, preliminary reports and assisting with preparing and developing reports and periodical reviews before and after Programmes and training programmes of the SAARC Cultural Centre.

Assist and contribute as internal faculty for training programmes, workshop, seminars, etc. Have a competent knowledge on use of social media applications and promotions, online sources and virtual sources etc.,

Execute any special assignments given by the Director and Deputy Directors as and when necessary.

4. Allowances, facilities and benefits

Selected candidate will receive the following remunerations/ allowances for him/herself and his/her family including personal effects from the SCC;

Note: If the selected candidate is a government official of the respective country, the sending government shall protect the salaries and benefits of his primary employment for the period of his/her engagement with SCC, and meet the cost of transfer passages

1.	Living Allowance	US \$ 1,253/- (US Dollars One Thousand Two Hundred and Fifty Three) per month. (50% paid in US \$ and 50% in LKR). The professional staff recruited from the Host country shall be get the total living allowance equivalent in LKR.
2.	Daily Allowance in lieu of House 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. Provided that the Professional Staff recruited from the Host Government shall not be entitled to Daily Allowance.
3.	Residential Accommodation	Unfurnished accommodation within rental ceiling of US\$ 655/- (US Dollars Six Hundred and Fifty Five only) in equivalent local currency of Sri Lankan Rupees per month. Directly pay to the lessor.
4.	Furniture Grant	One time lump- sum of US\$ 2,000/- (US Dollars Two Thousand only)

5.	Children's Education Allowance	Reimbursement of 90% of school Fees including Admission, Registration and other compulsory charges subject to an annual ceiling of US\$ 1,500/- (US Dollars One Thousand Five Hundred) per child for a maximum of two children up to grade XII/A-Level.
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		The minimum age of school going children for payment of this allowance will be 4 (Four) years.
6.	Medical Allowance	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.
7.	Home Leave Allowance	A return air ticket (Economy Class) for self, spouse and two dependent children residing with their parents once in their tenure and only after completing 18 months of continuous service.

5. Common requirements:

1. Clear understanding on the socio-economic and cultural aspects of the regional and global context is essential.
2. Should be able to work in a mixed culture and in a team.
3. Should have a proven track of written and communicative skills of English.
4. Competence in computer application and to be able to work independently and to produce result oriented quality output.
5. Assist the Director in all activities and carry out assignments.
6. Any other responsibility relevant to the Centre programmes.

6. Application submission Guidelines:

- i. Application prepared in prescribed form (available at the SAARC Division of Foreign / External Affairs Ministry of SAARC Member Countries and also at the SCC web site: www.saarcculture.org) duly filled in by the applicant, along with the recommendation and the agreement to release from the primary employment (if the applicant is a government official) by the respective authorities/ Head of Institute should reach the

Director,
SAARC Cultural Centre.
No.224, Bauddhaloka Mawatha,
Colombo – 07,
Sri Lanka

on or before 15th March 2021

Note: a. The soft copy of the completed application in the PDF format may be forwarded to the Director, SAARC Cultural Center, Colombo via director@saarcculture.org

- b.** The hard copy of the completed application may be sent to the Director, SAARC Cultural Center, Colombo through the proper channel should reach the Centre on or before the due date.

SAARC CULTURAL CENTRE (SCC)

No. 224, Bauddhaloka Mawatha, Colombo – 07, Sri Lanka

APPLICATION FORM

Name of the post:

INSTRUCTIONS: Please fill up the form completely and clearly. Type or print in ink. If needed, additional pages may be attached. Make sure that you sign the application and insert the date

1.	Name (As per certificate):						Affix Photograph	
2.	Date of Birth: Y: M: D:			Age				
	Place of Birth:							
	Citizenship at Birth:							
	Present Citizenship:							
3.	Contact Information		Residential Address					
			Official Address					
			Telephone Home: Office: Mobile:					
			E-mail address:					
4.	Sex (Check):	Male Female	Marital Status (Check):	Married	Single	Widowed	Divorced	Separated

5.	List of dependents(s)			
		Name	Date of Birth	Relationship
	01			
	02			
	03			
	04			

11	Employment Record: Starting with your present or most recent post, list in reverse order every employment during the last ten years and any significant experience not included in that period which you believe will be helpful in evaluating your record. Use a separate block for each post. Use additional sheets of paper as required.		
	Year	Career	Experience

12	Current Employment (Government Officials only).				
	Dates		Salaries per annum (Excl. Allowances)		Exact title of your post
			Starting	Present	
	From	To			
			
	Name of Supervisor				
	Name & address of Employer		Net Salary	Number & kind of employees supervised by you:	
				Professional staff: - Other supporting staff-	
Description of your work:					

13	Previous Employment/s (Use separate box for each employment)				
	Dates	Salaries per annum (Excl. Allowances)			Exact title of your post
		Starting		Present	
	From	To			
			
	Name of Supervisor				

	Name & address of Employer	Net Salary	Number & kind of employees supervised by you:
			Professional - Other supporting staff-
Description of your work:			

14	List of Professional publications & reports (Please attach separate sheets, if required):

15	List of Membership in professional bodies (please attach separate sheet, if required):
No	Descriptions

16	Do you have any objections for obtaining a confidential report on you from your present / last employer?		
	Yes (Please Check)		No. (Please Check)

17	References: List three persons <u>not related</u> to you who <u>are familiar with your character and qualifications.</u>	
	Name	Full Address with Telephone no.

18	Year/Date	Charge	Where	Conviction

19	State any other relevant facts. Include information regarding any residence or prolonged travel abroad, giving dates, areas, purposes, etc.

20	Please state any disabilities or any disease etc. which might limit your field of work (Final appointment will be subject to physical examination).

I certify that the statements made by me in the foregoing items are true, complete, and correct to the best of my knowledge and belief. I understand that any false statements or any required information withheld from this form may provide grounds for the withdrawal of any offer of appointment or dismissal.

Date: _____

Signature: _____

Your application for employment, if found useful to our overall programme, will be retained on our roster for a maximum period of 12 months.

Recommendation of the candidate's employer:

I do hereby certify that Professor/ Dr. /Mr. /Ms. /Mrs.....

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of the (Name of the Department/ Institute)

serving as a(Designation) will be released on deputation to join

the SAARC Cultural Centre (SCC), Colombo, Sri Lanka as per the stipulated date and terms if

he/she is appointed as (Designation at SCC).

Date:

Signature:

Name _____

Address _____

_____ Official Stamp

Recommendation of the concerned Ministry:

I do hereby certify that Professor/ Dr. /Mr. /Ms. /Mrs.....

.....

.....

of the (Name of the Department/ Institute)

serving as a(Designation) will be released on deputation to join

the SAARC Cultural Centre (SCC), Colombo, Sri Lanka as per the stipulated date and terms if

he/she is appointed as (Designation at SCC).

Date:

Signature:.....

Name

Address

Official Stamp