

BI-244/01/2015
Ministry of External Affairs
(BIMSTEC & SAARC Division)

1056, Jawaharlal Nehru Bhawan,
23-D, Janpath, New Delhi.
November 18, 2019

OFFICE MEMORANDUM

Sub: Vacancy Announcement of the posts of Deputy Director(Programme), Deputy Director (Research) and Culture Specialist (Research) at the SAARC Cultural Centre(SCC).

Please find attached a copy of Note Verble No. SAARC/ESC/208A/2019 dated 25 October 2019 from SAARC Secretariat, Kathmandu, Nepal alongwith enclosures on the subject mentioned above.

2. Addressee Ministries/Division are requested to announce these vacancies on their official websites and facilitate its dissemination. It is also requested that applications, if received, be forwarded to undersigned for further transmission to SAARC Secretariat, Kathmandu.



(S.R. Patnaik)
Under Secretary(SAARC)
Tel:49018442

1. Ms. Archana Varma, Joint Secretary (AT&A)
Department of Personnel & Training, 279-A, North Block,
New Delhi, E-Mail:- jsata@nic.in
2. Ms. Alka Sharma, Under Secretary (ICR)
Ministry of Culture, Shastri Bhawan,
New Delhi, E-Mail: icrculture@gmail.com
3. Sh. Biju Joseph, Publicity Officer (XMM)
Ministry of External Affairs, New Delhi



**SOUTH ASIAN ASSOCIATION
FOR REGIONAL COOPERATION
SECRETARIAT**

Message No. 1552.08.367
Reference No. SAARC/ESC/208A/2019

The Secretariat of the South Asian Association for Regional Cooperation (SAARC) presents its compliments to the Ministries of Foreign/External Affairs of the Member States of SAARC and with reference to its previous communications on the **Vacancy Announcements of the posts of Deputy Director (Programme), Cultural Specialist (Research) and Deputy Director (Research)** in the SAARC Cultural Centre (SCC), has the honour to forward a copy of letter No. SAARC/SCC/Dir.off/Admin/2019/10 dated 22 October 2019 regarding **re-advertisement of the aforementioned vacancies** at SCC, following a decision by the Eleventh Governing Board Meeting of SCC (Galle, 16-17 October 2019).

The revised vacancy announcements for the three positions along with the details of qualifications, experience, job description, recruitment procedure and other entitlements of the respective positions are enclosed. Information is also available on the SCC's website (www.saarcculture.org).

Applications together with copies of educational/professional qualifications should be sent to the SAARC Secretariat through the Ministries of Foreign/External Affairs of the respective Member States, to reach SAARC Cultural Centre **on or before 24 November 2019**.

The esteemed Member States are requested to take necessary measures for widest possible circulation of the advertisement, including its uploading on the websites of following offices:

1. Ministry of Foreign Affairs/External Affairs;
2. Relevant Ministries and offices;
3. Relevant professional organizations/bodies/institutions; and
4. Relevant publicly accessible sites

The Secretariat of SAARC avails itself of this opportunity to renew to the Ministries of Foreign/External Affairs of the Member States of SAARC, the assurances of its highest consideration.

Encls: a.a.

The Ministries of Foreign/External Affairs,
(SAARC Division),
Member States of SAARC.



Copy to the Director, SAARC Cultural Centre, Colombo, Sri Lanka.



SAARC CULTURAL CENTRE SRI LANKA

Annex I

SOUTH ASIAN ASSOCIATION FOR REGIONAL COOPERATION
(SAARC)

SAARC/SCC/Dir.off/Admin/2019/10

22nd October 2019

H. E. Secretary General SAARC
SAARC Secretariat
Kathmandu
Nepal

Attn.: Director, ESC

You Excellency,

Vacancy announcements for Deputy Director Programmes, Deputy Director Research and Culture Specialist Research at the SAARC Culture Centre (SCC).

1. Further to previous correspondence on the above.
2. The 11th Governing Board of the SCC held on 16th to 17th October 2019 decided to cancel the ongoing selection processes for Deputy Director Programmes, Deputy Director Research and Culture Specialist Research positions.
3. It may be noted from the Report of the 11th GB of the SCC, under paragraph 8 section V: Consideration of Administrative Matters (conveyed via my letter no. SAARC/SCC/Dir.off-11GB/2019, dated 21st October 2019), the *“Governing Board Members from India and Pakistan were of the view that the due process seems to have been vitiated for the current recruitment process and therefore the scheduled interviews be cancelled and the appointment of Professional Staff should be carried out afresh by the Selection Committee as per Service Rules of SAARC Regional Centres Guidelines”*.
4. However, it is noted in paragraph 8 section IV the *“The Governing Board Member from Sri Lanka as the former Chairperson of the Governing Board reiterated that all due process had been followed with respect to the Selection Committee”*.
5. In the above context, the Governing Board took the following decision (ref. paragraph 15 section VII): *“The Board being of the view that the appointment process for Professional Staff (Deputy Director Programmes, Deputy Director Research and the Culture Specialist Research) is vitiated, decided to annul the appointment process and decided that the scheduled interviews be cancelled and the appointment process should be carried out afresh and early by the Selection Committee as per Service Rules of SAARC Regional Centres Guidelines. The Board approved the cost incurred, if any, on the appointment process of Professional Staff till date.”*

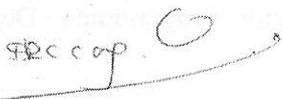
No. 224, Bauddhaloka Mawatha, Colombo 7, Sri Lanka.

Tele: 0094-11-2584451 : Fax: 0094-11-2584452

Email: scc@saarcculture.org

6. Following the above decision, the shortlisted candidates for the Deputy Director Programmes and Culture Specialist Research positions were informed of the cancellation of the interview scheduled on 19th October. The ongoing application process for the Deputy Director Research position, for which the deadline for submission of applications was 25th October, is also cancelled by the above decision of the Governing Board.
7. In accordance with the GB's decision that "*the appointment process should be carried out afresh and early by the Selection Committee*", the Selection Committee met on 19th October and drafted revised criteria for the above positions. The vacancy announcements containing the revised criteria are attached.
8. It would be appreciated if the Vacancy Notices could be circulated among Member States and also published in the website of the Secretariat.
9. The deadline for submission of applications for all 3 positions is 24th November 2019.

Thanking you,
Yours sincerely,



Renuka Ekanayake
Director, SAARC Cultural Centre

**SAARC CULTURAL CENTRE - SRI LANKA
VACANCY ANNOUNCEMENT**

The SAARC Cultural Centre in Sri Lanka is the Regional Centre for Art and Culture, established by the South Asian Association for Regional Cooperation. Its aim is to celebrate cultural diversity, promote Regional cultural awareness and unite the people of South Asia through Art and Culture.

The following vacancy at the SAARC Cultural Centre, Colombo is open for citizens of SAARC Member States.

DEPUTY DIRECTOR (Research)

(deadline for submission of applications: 24 November 2019)

Place of Posting	:	Colombo, Sri Lanka
Tenure of the Post	:	3 (three) years
Age	:	Maximum 50 years

Educational Qualifications:

Masters or higher degree, from a recognized university, preferably in Cultural Studies or Social Sciences or Humanities or Archaeology, Anthropology or Aesthetic Studies.

Preference will be given to PhD in social Sciences or Humanities.

Work Experience:

- At least 12 years of Research experience in the field of Culture, Art or social sciences.
- Preference will be given for experience in tangible culture and intangible cultural Heritage in the SAARC Region.
- Proven track record on conceptualizing and developing Research programmes, with minimum 8 years of experience as Deputy Director or equivalent position / level.
- Designing and conducting participative training workshops and seminars at all levels; ability to co- ordinate and manage Research programmes and Research works independently.
- A sound knowledge of computer applications, excellent written and verbal skills in English are essentials.

Summary of job description:

- planning and implementation of the research Programmes of the SAARC Cultural Centre.
- To create and write concept papers and develop Research programmes, prepare schedules and Monitoring the progress.
- Preparation of reports and periodical reviews of the Research programmes.
- To supervise the functioning of staff in the area of Research programmes.
- Assist the Director in the preparation of publications.
- Establish and maintain positive work relationships with others both internally and externally, to achieve the goals of the organization.

Allowances and Benefits : Living allowances – US \$ 1,437 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. Living Allowance including private transportation (as per SAARC practice, if selected, the applicant should be on deputation and his/her salary should be protected by the sending Government)

US \$ 1,437/- (US Dollars) only per month. 50% paid in US Dollars and 50% in LKR if not recruited from host country.

2. 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.

3. 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.

4. Furnishing/Settlement Grant

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

5. Children's Education Allowance (for 2 children between the age of 4 to 21 years)

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 21 years

6. 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.

7. Home Leave Passage

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.

Applicants who possess the above requisite qualifications should forward their applications together with copies of educational/professional qualifications, details of work experience and names and addresses of 2 non-related referees. Candidates from the Universities/Government Departments/Corporations and Statutory Boards should apply through the Heads of their respective institutions. Application should be sent to the SAARC Secretariat, Kathmandu, Nepal through the SAARC Divisions of the Ministry of Foreign Affairs of Afghanistan, Bangladesh, Bhutan, Maldives, Nepal, Pakistan and Sri Lanka and the Ministry of External Affairs of India to reach the 'Director, SAARC Cultural Centre, 224, Bauddhaloka Mawatha, Colombo 07, Sri Lanka, **on or before 24th November 2019.**

For further details please visit www.saarcculture.org

ANY CANVASSING WILL BE DEFINITE DISQUALIFICATION. THE DECISION OF THE SELECTION PANEL WILL BE FINAL.

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

Annex - III

**SAARC CULTURAL CENTRE - SRI LANKA
VACANCY ANNOUNCEMENT**

The SAARC Cultural Centre in Sri Lanka is the Regional Centre for Art and Culture, established by the South Asian Association for Regional Cooperation. Its aim is to celebrate cultural diversity, promote Regional cultural awareness and unite the people of South Asia through Art and Culture.

The following vacancies at the SAARC Cultural Centre, Colombo is open for citizens of SAARC Member States.

DEPUTY DIRECTOR (PROGRAMMES)

(deadline for submission of applications: 24 November 2019)

Place of Posting : Colombo, Sri Lanka

Tenure of the Post : 3 (three) years

Age: Maximum 50 years

Educational Qualifications:

Masters or higher degree, from a recognized university, preferably in Cultural Studies/Social Sciences/Humanities/Anthropology/Aesthetic Studies/ International Relations or MBA. Preference will be given to PhD in above disciplines.

Work Experience:

- At least 10 years' experience in planning & implementation of cultural programmes and management level at a senior capacity with international exposure.
- Proven track record on conceptualizing and developing programmes, with minimum 8 years of experience as a Deputy Director or equivalent position / level.
- Designing and conducting participative training workshops and seminars at all levels; ability to co-ordinate and manage programmes and research work independently.
- A sound knowledge of computer applications, excellent written and verbal skills in English are essentials.
- Ability to co-ordinate and manage international programmes and activities in a professional manner.

Summary of job description:

- To assist the Director in planning and implementation of the programmes of the SAARC Cultural Centre

- To create and write concept papers and develop programmes, prepare schedules and monitor progress.
- Preparation of reports and periodical reviews of the programmes.
- To supervise the functioning of staff in the area of programmes.
- Assist the Director in the preparation of publications.
- Establish and maintain positive work relationships with others both internally and externally, to achieve the goals of the organization.

Allowances and Benefits : Living allowances – US \$ 1,437 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. Living Allowance including private transportation (as per SAARC practice, if selected, the applicant should be on deputation and his/her salary should be protected by the sending Government)
 US \$ 1,437/- (US Dollars) only per month. 50% paid in US Dollars and 50% in LKR if not recruited from host country.
2. 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.

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

3. 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.

4. Furnishing/Settlement Grant

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

5. Children's Education Allowance (for 2 children between the age of 4 to 21 years)

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 21 years.

6. 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.

7. Home Leave Passage

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.

Applicants who possess the above requisite qualifications should forward their applications together with copies of educational/professional qualifications, details of work experience and names and addresses of 2 non-related referees. Candidates from the Universities/Government Departments/Corporations and Statutory Boards should apply through the Heads of their respective institutions. Application should be sent to the SAARC Secretariat, Kathmandu, Nepal through the SAARC Divisions of the Ministry of Foreign Affairs of Afghanistan, Bangladesh, Bhutan, Maldives, Nepal, Pakistan and Sri Lanka and the Ministry of External Affairs of India to reach the 'Director, SAARC Cultural Centre, 224, Bauddhaloka Mawatha, Colombo 07, Sri Lanka, **on or before 24th November 2019.**

For further details please visit www.saarcculture.org

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

SAARC CULTURAL CENTRE - SRI LANKA
VACANCY ANNOUNCEMENT

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CULTURAL SPECIALIST (RESEARCH)

(deadline for submission of applications: 24 November 2019)

Place of Posting: Colombo, Sri Lanka

Tenure of the Post: 3 (three) years

Age: Maximum 48 years

Educational Qualifications:

Minimum of a Masters degree from a recognized university in Social Sciences or Humanities. Preference will be given to a candidate with a PhD in Social Sciences.

Work Experience :

- Minimum of 8 years of experience in research related activities in a reputed organization in the cultural field.
- Experience in conducting research and producing research papers and publications with competence in conceptualizing, designing, organizing and implementing research programmes, ability to organize conferences, workshops and seminars at international level with minimum of 4 years' experience as an Assistant Director or equivalent position/level.
- An excellent knowledge of written and spoken English, with the ability to edit publications and write detailed research proposals, concept notes, newsletters and other official correspondence.
- A sound knowledge of computer and social media applications.
- Ability to co-ordinate and manage international programmes and activities in a professional manner.

Summary of job description:

- To Assist the Director and Deputy Directors in conceptualizing, planning, researching and implementing all programmes of the SAARC Cultural Centre.
- Producing and editing research papers and publications.
- Researching, writing and preparing preliminary reports and assisting with the production of final reports and periodical reviews before and after programmes of the SAARC Cultural Centre.
- Execute any special assignment given by the Director and Deputy Director as and when necessary.
- Content development for institutional website and Social Media.

Allowances and Benefits :

Living Allowances US \$ 1,253/- per month
Residential Accommodation
Educational Allowances for Children
Medical Allowances

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. Living Allowance including private transportation (as per SAARC practice, if selected, the applicant should be on deputation and his/her salary should be protected by the sending Government)
US \$ 1,118.70 (US Dollars One Thousand One Hundred Eighteen and Seventy cents only) per month. 50% paid in US Dollars and 50% in LKR if not recruited from host country.

2. 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.

3. Residential Accommodation

Free unfurnished accommodation within rental ceiling of US \$ 585/- (US Dollars Five Hundred and Eighty-Five only) in equivalent local currency of Sri Lankan Rupees per month. Directly pay to the lessor.

4. Furnishing/Settlement Grant

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

5. Children's Education Allowance (for 2 children between the age of 4 to 21 years)

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 21 years

6. 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.

7. Home Leave Passage

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.

Applicants who possess the above requisite qualifications should forward their applications together with copies of educational/professional qualifications, details of work experience and names and addresses of 2 non-related referees. Candidates from the Universities/Government Departments/Corporations and Statutory Boards should apply through the Heads of their respective institutions. Application should be sent to the SAARC Secretariat, Kathmandu, Nepal through the SAARC Divisions of the Ministry of Foreign Affairs of Afghanistan, Bangladesh, Bhutan, Maldives, Nepal, Pakistan and Sri Lanka and the Ministry of External Affairs of India to reach the 'Director, SAARC Cultural Centre, 224, Bauddhaloka Mawatha, Colombo 07, Sri Lanka, **on or before 24th November 2019.**

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Director
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