NATIONAL CENTRE FOR ADVANCED STUDIES IN HUMANITIES AND SOCIAL SCIENCES (NCAS)

NCAS

INVITATION FOR APPLICATIONS

POST OF DIRECTOR

Applications are invited from citizens of Sri Lanka for the Post of Director, National Centre for Advanced Studies in Humanities and Social Sciences (NCAS) according to the University Grants Commission Circular No.10/2022 dated 23rd May 2022.

The National Centre for Advanced Studies in Social Sciences and Humanities was established by the NCAS Ordinance, No.02 of 2005, as a centre for higher learning for the purpose of providing, promoting and developing higher education in Arts, Humanities and Social Sciences.

The Director is a full time officer, the Principal Executive Officer, the Principal Academic Officer and the Accounting Officer of the Centre. The Director is the Chairman of the Board of Management, and an ex-officio member of the academic committees of the centre. The Director will be responsible for implementing Board decisions and providing academic and administrative leadership to the centre. The Director will also be responsible for maintaining transparency, accountability and good governance in the management of the affairs of the Centre. The Director is expected to guide the Centre towards its vision by promoting innovative research and helping academic staff members to uplift their knowledge in the field of Arts, Humanities and Social Sciences. The Director should also have the ability to communicate and liaise with academics and officials of other Universities, University Grants Commission, the relevant line Ministries, and other relevant Institutes.

The Director will receive a salary on the scale of Rs.108,490- 13 x 2520 - 141,250,- p.m. (U – AC 5 (II). Those who are presently in the public service will be placed at a salary point not below the current salary point in public service. The Director is entitle for official transport in accordance with the government regulations. The appointed Director shall hold office for a period of three (3) years from the date of appointment or until he/she reaches the 65th birthday, which ever event occurs earlier. The appointee will contribute 10% of his/her earning to the University Provident Fund and the Institute will contribute an amount equivalent to 15% of his/her earning to this Fund. The terms and conditions of appointment will be governed in accordance with the provisions of the Universities Act. No.16 of 1978 (as amended) and the NCAS Ordinance, No.02 of 2005 made there under and published in the Gazette extraordinary No. 1415/17 of 19th October 2005 and NCAS (Amendment) Ordinance No.03 of 2008 made there under and published in the Gazette extraordinary No.1567/6 0f 15th September 2008. The applicant is required to submit the following documents:

(i) Documents stated in the University Grants Commission Circular No. No.10/2022 dated 23rd May 2022.

(ii) A complete Curriculum Vitae of the applicant, including the date of birth.

(iii) A statement of his/her vision for the development of the Institute and a brief account of what the applicant proposes to achieve if appointed to the post of Director.

(iv) A letter from the current employer indicating whether the applicant could be released in the event of his/her appointment to the post of Director.

The applicant shall be **less than 63 years of age** at the closing date of the application.

Applicants from the Public service, State Corporations and Statutory Bodies are required to submit their applications through the respective Heads of the Institution. Such applicants are strongly instructed to send an advanced copy on or before the closing date. Names, addresses and phone numbers of two non-related referees should be given in the application.

All qualified applicants for the post of Director shall be invited for a brief presentation of minimum of ten (10) minutes duration but not exceeding fifteen (15) minutes to the Board of Management.

Applications should be addressed to the **Acting Director, National Centre for Advanced Studies, 6A, Sukhastan Gardens, Ward Place, Colombo -07** and sent under registered cover or hand delivered to reach the above office before **3.30 p.m.** on **21.10.2022** Applicants, who submitted applications based on the previously published advertisement, 25th February 2021, need to submit fresh applications again under this new advertisement.

The words **"Post of Director"** should be indicated on the top left hand corner of the envelope. Applications that are incomplete or illegible or received after the closing date will be rejected.

Senior Assistant Registrar/NCAS
Secretary to the Board of Management
National Centre for Advanced Studies (NCAS)
6A, Sukhastan Gardens, Ward Place, Colombo - 07
22.09.2022