

## Position of Research Assistant

|                                   |   |
|-----------------------------------|---|
| <b>Job Title</b>                  | Research Assistant  |
| <b>Job Family</b>                 | Research Staff  |
| <b>Number of Positions</b>        | Two   |
| <b>Reporting Relationship</b>     | <b>Director General / Director (Research) / Research Analyst</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>                  | Should not be less than 18 years of age and not more than 45 years  |
| <b>Educational Qualifications</b> | <p>A Bachelor's Degree in International Relations / Peace and Conflict Studies / Defence Studies / Intelligence Studies/ Terrorism Studies/ Social Science / International Law which is recognized by the University Grants Commission, Sri Lanka.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• The above is the minimum qualification. Candidates with better educational qualifications are preferred.</li> <li>• Ability to write in fluent English is essential.</li> </ul> |
| <b>Overall Purpose and Role</b>   | Shall be associated with the selected centre and will assist in research work   |
| <b>Job Description</b>            | <ul style="list-style-type: none"> <li>~ Present and publish one research articles</li> <li>~ Publish one Web Commentary</li> <li>~ Publish web commentaries and issue/ policy briefs as per the work norms, prescribed on joining</li> <li>~ Organize round tables, workshops, seminars, conferences, meetings under the aegis of the Centre/ Institute</li> <li>~ Individually carry out research activities related to own</li> </ul>  |

|                               |   |
|-------------------------------|---|
|                               | <p>focused area of research</p> <p>~ Other institutional tasks as agreed upon with Director General</p>   |
| Desired Skill-Set             | <p>~ Keen interest in analyzing current national and international affairs in the related area</p> <p>~ Provide leadership to younger scholars</p> <p>~ Excellent communication and interpersonal skills</p> <p>~ Ability to attend to detail</p> <p>~ Work under strict timelines</p> <p>~ Pro-active</p> <p>~ Flair for team work</p>   |
| How to Apply                  | <p>Duly completed signed applications together with the <u>certified copies of the proofs of relevant educational qualifications, experience along with the names and contact details of two non-related referees</u> should be sent by;</p> <p>1) e-mail to <a href="mailto:careers.insssl@gmail.com">careers.insssl@gmail.com</a> with the subject titled as <b>"Job application : Research Assistant"</b></p> <p>OR by</p> <p>2) Registered post to reach the <b>Director (Administration), Institute of National Security Studies Sri Lanka (INSSSL), 8<sup>th</sup> Floor, "SUHURUPAYA", Sri Subhuthipura Road, Battaramulla.</b> The post applied for should be clearly mentioned on the top left corner of the envelope.</p> <p><i>Applications received are shortlisted and successful applications will be called for a structured interview. Applications which are received after the closing date or without copies of the certificates will not be considered.</i></p> |
| Closing Date for Applications | <p>~ Application must reach on or before <b>04<sup>th</sup> November, 2018</b></p> <p>~ Institute will not be responsible for the postal delays or technical issues with internet</p>   |
| Selection Procedure           | <p>~ Applications received are shortlisted and successful applications will be called for a structured interview.</p> <p>~ Applications which are received after the closing date or without copies of the certificates will not be considered.</p>   |