



UNIVERSITY OF COLOMBO

NILIS

National Institute of Library and Information Sciences

Post of Director

The Board of Management of NILIS invites applications from suitably qualified and experienced candidates for the post of Director of the National Institute of Library and Information Sciences (NILIS), University of Colombo. The appointment is for a period of three years from the date of appointment or until the appointee completes the sixty fifth (65th) year of age, whichever occurs earlier.

NILIS was established in 1999 by an Ordinance with the powers to provide instructions, training and research in Library and Information Science (LIS) and provide opportunities for students to pursue courses ranging from Certificate/ Diploma to Postgraduate courses including M.Phil and PhD. The Institute is attached to the University of Colombo.

The Director is the Principal Executive and Academic Officer and the Chief Accounting Officer of the institute. He/She is an ex-officio member of both the Board of Management and the Academic Committee of the institute. He/She is also an ex-officio member of the Senate of University of Colombo. He/ She shall be responsible for providing academic leadership, formulating and implementing management policies and executing the decisions of the Board of Management. He/She will be responsible for the general administration of the Institute and should therefore uphold the principles of academic excellence, transparency, accountability, democratic management and effective non-partisan and administrative leadership.

A Bachelor's Degree from a recognized University with postgraduate or equivalent professional qualifications in the discipline of Library and Information Science (LIS) with at least ten (10) years of experience at a senior management level in a recognized library or a related institution. Qualifications and experience in LIS education, training and research will be an added advantage.

The Director is eligible to receive a salary, other approved allowances and transport facilities as per Establishments Circular Letter No. 13/2015 of the University Grants Commission (UGC) and its subsequent amendments from time to time.

The following documents should accompany the application.

- The curriculum vitae of the applicant (with the names of two non-related referees)
- A vision statement of the candidate for the development of the Institute and a brief account of what the candidate proposes to achieve if appointed.
- A letter from the employer mentioning whether the applicant could be released in the event of his/her appointment to the post. (This will apply to applicants from the Higher Educational Institutions, Public Service, Corporations and Statutory Boards.)

The application should be sent under registered post or hand delivered, addressed to the **Senior Assistant Registrar, National Institute of Library and Information Sciences, University of Colombo, 94, Cumaratunga Munidasa Mawatha, Colombo 03** on or before 25th August 2020. The title of the post should be indicated on the top left hand corner of the envelope.

Applications that are incomplete or illegible or do not confirm to the stated requirements or received after the closing date will not be considered.

Senior Assistant Registrar

Secretary to the Board of Management

National Institute of Library and Information Sciences

University of Colombo

No. 94, Cumaratunge Munidasa Mawatha

Colombo 03.

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