**SAARC Cultural Centre (SCC)**

**Colombo, Sir Lanka**

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**Detailed information on Qualification, Experience, Job Description,**

**Appointment Procedures, Terms & Conditions, Salary, Allowances etc, for the purpose of Recruitment of Professional Staff for the Post of** Programme Officer atthe SCC

Reference: Recruitment of Professional Staff for the Posts of Programme Officer at the SCC

Post Programme Office

Place of posting SAARC Cultural Centre, Sir Lanka

Tenure of Posting 3 years

Qualification Master’s Degree or higher degree from a recognized university in Social/Management Sciences. Preference will be given to PhD in Social Management studies

Experience 12 years of training and research work in reputed organization in the field of culture with competence in the design and implementation, analysis. Experienced in conceptualization and organization of participative training course, workshops and seminars at all levels, be able to handle, co-ordination of research based cultural works independently and working knowledge of computer and excellent written and verbal skills in English are essential.

Summary of

Job Description To assist the Directors/Deputy Directors in the implementation of the work programme of the SAARC Cultural Centre.

Provide assistance in the area of training and dissemination of information and preparation of reports and periodical review of training and other programmes of the SAARC Cultural centre.

Contribute as Internal faculty for the training programmes, workshops, seminars etc.

Any special assignment given by the Directors as and when necessary.

Allowances, Facilities

and Benefits The sending Member government would bear the following costs associated in respect of the professional Staff of the SAARC Regional Centres.

The sending Member government shall continue to pay salaries of the professional staff of the SAARC Regional Centres and shall bear the cost associated with the joining and return passage of the professional staff and of their accompanying entitled family members and transportation of professional effects including packing, handling and insurance charges in accordance with their respective rules and regulations.

The professional staff of the SAARC Regional Centers 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 applicants should be on protected by the sending government);**

USD 1,017 (US Dollars one thousand seventeen) only per month. (50% paid in USD and 50 % in Sir Lankan Rupees)

1. **Daily allowance;**

The directors 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 USD 140.00 per day up to a maximum of 21 days from the date of arrival. An accompanying spouse and upto two of the dependent children below the age of 21 years will get 50% of daily allowance. The regional centres shall told to find and finalize lease deed for suitable accommodation within this period of time. In such case, a suitable accommodation is not available within this period, the actual cost of hotel accommodation may be reimburse 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.

1. **Residential Accommodation;**

Free unfurnished accommodation within rental ceiling of USD 585.00 in equivalent local currency of Sir Lanka Rupees per month.

1. **Furnishing/Settlement Grant;**

Lump sum of USD 2000.00

1. **Children’s Education Allowance (for 2 children between the age of 5 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 UDS 1500/ per child for a maximum of two children between the age of 5 to 21 years. i.e. Grade XII/ A Level.

1. **Medical Facilities**

Reimbursement of actual expenses on the medical treatment for self, spouse and dependent children subject to annual ceiling of USD 1500/ including 80% reimbursement of hospitalization charges.

1. **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 complting 18 months of continuous service.