



**NILIS**

# **National Institute of Library and Information Sciences University of Colombo**

## **POST OF DIRECTOR**

The National Institute of Library and Information Sciences, University of Colombo invites Applications/ Nominations for the Post of the Director.

The applicants/nominees should be citizens of Sri Lanka and should be less than 63 years of age. The successful applicant/nominee will hold the office for a period of three years from the date of appointment or until he/she completes his/her 65th year, whichever occurs earlier.

NILIS is an Institute affiliated to the University of Colombo approved by the University Grants Commission to conduct programs leading to Certificates, Diplomas, and Postgraduate Degrees. The NILIS student population mainly comprises of those who are currently employed in public and private sector organizations. It engages in research and consultancy services as well.

The Director is the Principal executive and the Academic Officer of the Institute. He/ She is also the Accounting Officer, an ex-officio member of both the Board of Management and the Academic Committee of the Institute. 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. The Director is also responsible for the maintenance of discipline within the Institute. He/ She should possess an understanding of the needs of clients and staff of the institute, and should be able to generate funds, and develop University-Institute and industry collaborations as well as international relationship on affairs.

The Director shall be a person with a vision to achieve goals of the Institute through his/her intellectual as well as managerial brilliance. The applicant /nominee is expected to be a person of high academic caliber and integrity with a record of excellent research publication profile, proven leadership qualities with high level of interpersonal skills, and should have a clear understanding of policy issues.

The Director will receive a salary of a Professor and other allowances applicable to the Post. The following documents should accompany applications/nominations:

- (i) A Complete Curriculum Vitae of the applicant/nominee including a date of birth. (a certified copy of the birth Certificate must be attached)
- (ii) Copies of evidence for academic and research excellence, professional communications, and managerial competence, effective leadership etc.
- (iii) A statement of vision for the development of the Institute
- (iv) A brief account of what he/ she proposes to achieve, if appointed to the post of Director
- (v) A letter of consent from the nominee, in case of nominations
- (vi) A letter from the employer indicating whether the applicant /nominee could be released in the event of his/her appointment to the post in the case of an applicant/nominee serving in Public Sector, Corporations, statutory Bodies and Higher Educational Institutions other than NILIS.

The candidates will be summoned in person for an interview. In an exceptional situation, if a candidate is not in a position to appear in person, he/she shall be allowed to appear for the interview via Video Conferencing or Skype. A candidate must prepare for a brief presentation, minimum ten (10) minutes but not exceeding fifteen (15) minutes. The interviews will be held as per the Criteria and Elements Prescribed in the Marksheet given in Annex I of the UGC Circular No. 07/2020 dated 11th September 2020, which can be accessed at;

<https://nilis.cmb.ac.lk/wp-content/uploads/2020/10/2221Commission-Circular-No.-07-2020-English.pdf> It is also accessible from the UGC Web site (<https://www.ugc.ac.lk>).

Applications/nominations should be in a sealed cover/envelope addressed to the **Senior Assistant Registrar, National Institute of Library and Information Sciences, University of Colombo, Colombo - 03** and either delivered or sent under Registered cover to reach the above office at or before **3.00 pm on 05th January 2024**. The envelope containing the application/nomination must be marked 'Post of Director' on its top left-hand corner.

Applications/nominations received after the closing date will not be entertained.

**Secretary to the Board of Management  
National Institute of Library and Information Sciences  
University of Colombo.**

<https://nilis.cmb.ac.lk>

06/12/2023