



LAKSHMAN KADIRGAMAR INSTITUTE OF INTERNATIONAL RELATIONS AND STRATEGIC STUDIES

The Lakshman Kadirgamar Institute of International Relations and Strategic Studies (LKI) engages in independent research on Sri Lanka's international relations and strategic interests, to provide insights and recommendations that advance justice, peace, prosperity, and sustainability. The Chairman of the Institute is the Hon. Minister of Foreign Affairs.

LKI seeks candidates who meet the criteria for the following positions.

I. Consultant Editor (6-month position, with possibility of extension)

LKI seeks an Editor to ensure that LKI maintains quality and consistency across all its publications and other written outputs through accurate and appropriate editing, including high standards of English communications. He or she would be expected to work collaboratively with the Communications and Research teams at LKI to create reader-friendly content that reaches its target audiences. The selected candidate will be responsible for copyediting and proofreading publications with the help of a small team, as well as for setting and monitoring standards for quality and tone of voice to ensure brand integrity.

The position requires exceptional English language skills and attention to detail. The selected candidate should have a university degree in a relevant field such as in English, journalism, law, or the liberal arts, and at least 5 years' of editorial experience, preferably for academic, magazine, or think tank publications. A postgraduate degree, knowledge of international affairs, and international editorial experience is a plus.

II. Consultant Graphic Designer (6-month position, with possibility of extension)

LKI seeks a graphic designer to design the visuals of LKI's print and online publications. He/She should be able to create compelling, contemporary designs for LKI's print and digital platforms, work with the Communications Manager and Research team to conceptualise infographics, maps, charts, graphs etc., and coordinate administrative aspects of design production – including preparing final designs for presentation, checking and approving colour/formatting, and scaling images for print production. The graphic designer would be expected to be aware of and proactively recommend creative communications mechanisms and trends.

The position requires a qualification in Graphic Design/Visual Communications or related field, proficiency in Adobe Software – especially in Photoshop, Illustrator and InDesign – knowledge of the latest digital and design trends, and at least 5 years' relevant experience. He or she would be expected to have excellent written and oral communication skills, and strong attention to detail.

III. Caretaker

LKI seeks a Caretaker to maintain its premises and manage LKI's spaces for venue hire. The appointed candidate would be required to arrange facilities for events at the auditorium and outdoor spaces, and to operate related equipment such as the sound system, lighting, seating, and sanitary facilities, both during and after office hours. He or she would also need to oversee the cleaning, maintenance and security of the premises, which is carried out by outsourced janitorial, security and gardening staff, and to report to the Deputy Director on these aspects. The Caretaker would also assist the staff of the general office with photocopying, delivering documents, and other day-to-day administrative tasks.

The position requires a highly motivated individual with a certificate in G.C.E. Ordinary Levels, 5 years' experience in a related field, a positive attitude, a good work ethic, and the ability to work well with diverse people, including internal colleagues and external customers. Candidates should be able to multitask, and handle various situations independently.

IV. Driver

LKI seeks a Driver for LKI's official vehicle, who is available during and after office hours, and on public holidays if required. He or she should also complete timely maintenance of the vehicle, prepare and maintain the running chart for the vehicle, and ensure that LKI's vehicle is serviced and that the renewal of vehicle registration and insurance occurs on time.

This position requires a highly motivated individual with a certificate in G.C.E. Ordinary Level, a valid driving licence, 5 years' experience in a related field, a positive attitude, a good work ethic, and the ability to work well with others. He or she will also be required to deliver documents and assist with administrative work.

Applications should be sent **on or before 31 March 2018**, by email to programmes@lki.lk, or by post to the address below.

Applicants should include a cover letter applying for the position, attaching a bio-data or CV (max. 2 pages) with the names and contact numbers of two non-related referees. Please apply to:

The Deputy Director
The Lakshman Kadirgamar Institute
24 Horton Place
Colombo 7