

TOR for BCIS Director Education

Position Overview: The Director Education at the Bandaranaike Centre for International Studies (BCIS) will lead the BCIS learning and teaching strategy to provide an excellent student experience. They will provide strategic leadership in the development of learning and teaching, work with external and internal stakeholders, support the teaching staff and the administration of the IR and Language Divisions and the BCIS to ensure good practice in the delivery of the IR certificate, diploma, higher diploma and postgraduate diploma programmes, a Masters Degree programme and the different Language courses.

The Director Education will report to the BCIS Academic Affairs Board (AAB) through the Executive Director, and will be a member of the BCIS Senior Management team with the Director Research, the Registrar and the Executive Director.

Main tasks and responsibilities

1. Develop and co-ordinate a BCIS learning and teaching strategy and an annual academic calendar, ensuring that it complies with the SLQF standards, is in line with best practice both nationally and internationally and contributes to BCIS' strategic objectives.
2. Support the effective and timely implementation of the BCIS certificate, diploma higher diploma, postgraduate diploma and Masters degree courses in international relations (IR), regularly reviewing and refreshing course content and pedagogical methods as appropriate and proposing changes to curricula to the AAB and managing their approval.
3. Be responsible for ensuring that administration of the BCIS IR Division supports the teaching of the different courses, engages with the students and complies with the by-laws. Ensure that the BCIS teaching staff deliver excellent, innovative and inspired teaching.
4. Liaise with the Registrar and Assistant Registrar (Examinations) to ensure that there are efficient and timely systems for processing student results, accurately verifying the results and planning and conducting the annual convocation. The responsibility for the results and the organisation of the convocation rest with the Registrar.
5. Work with key stakeholders, internally (the Quality Assurance Cell, the Academic Affairs Board, externally (the Industrial Review Boards, national, regional and international universities) and across the sector to enhance the BCIS' practice and

- reputation for excellence in learning and teaching and innovation in international relations.
6. Provide pedagogic leadership relating to the delivery of the BCIS IR courses, quality assurance, academic staff development, and technology-enhanced learning. Ensure that curricula are documented in a way that meets local and international standards.
 7. Explore and review emerging technologies, planning resources to support the ongoing development and implementation of technologies for learning and teaching and providing advice and support for implementation as appropriate. In particular, investigate the use of technology for ensuring a wider outreach of BCIS learning and teaching programmes, especially to disadvantaged students and students in the region. Oversee the implementation of the LMS.
 8. Advise the BCIS Senior Management, the QAC and the Academic Advisory Board on cutting-edge developments in the International Relations sector, both nationally and internationally, including learning and teaching policy and practice, technology-enabled learning and changes to the discourse of international relations.
 9. Initiate change in curricula, learning and teaching practice, in response to developments in the IR sector by innovating and piloting new practices in collaboration with the teaching staff, the research team and through collaborations with national and international universities and other teaching institutions. Respond to the needs of specific constituencies as well as initiate stimulating short courses.
 10. Develop a course fee structure that ensures the IR courses are well subscribed, the course fees competitive, meet operational costs and are in line with the public education ethos of the BCIS. Ensure that all courses are well publicised.
 11. Support the Language and Cultural Studies Division to deepen and expand the delivery of language courses at the BCIS. Explore ways of innovating language teaching and developing cultural studies activities. Continue to support the Language and Cultural Studies division's relationships with cultural centres and embassies.
 12. Work closely with the BCIS Library to ensure availability of resources to support BCIS Students.

13. Initiate and encourage public facing events that discuss current and emerging issues and provide opportunities for students to learn outside of the classroom, making optimum use of the BCIS networks of alumni and partners.
14. Work closely with the Director Research to ensure that there is synergy between the work of the Research and Education divisions.
15. Carry out any other tasks that may be required by the Executive Director or the Academic Affairs Board to support the functioning of the BCIS.

Candidate Profile

1. A PhD or equivalent in International Relations or related discipline and a minimum of 5 years in the knowledge sector (university, think tank etc)
2. Experience of working with academic structures and standards. An understanding of the Sri Lanka Quality Framework is important.
3. An excellent command of the English language and the ability to work in Sinhala and/or Tamil. Public speaking skills an advantage.
4. Experience in leading, managing and working with teams.
5. Proven ability to act innovatively and to effectively troubleshoot
6. Disciplined and organised

Salary Scale: 250,000 - 20000 x10 – 450,000 (negotiable)