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Department of National Archives

28.08.2019

To all Assistant Archivists and Archival Officers

Call for applications for short-term foreign training programmes in 2019

Applications are hereby called from Archival Assistants and Archival Officers for the following training programmes in Korea and The Netherlands.

Name of programme	Institution	Duration	Number of participants
01. Capacity Building on Documentary Heritage Preservation and Management Program	Korea International Cooperation Agency (KOICA)	From October 17 until November 6, 2019	4 participants
02. Managing Archives. Challenges and chances for the 21 st century archivist	National Archives of the Netherlands	From November 5 until November 14, 2019	2 participants

02. Further details of the programmes are attached herewith (Annex 01). The finalised programme in Korea has not yet been communicated to us.

03. The applicant should have the following basic qualifications in order to apply:

- b. Should not have participated in any foreign training programme from 01 July 2017 onwards.
- c. Should have obtained a performance level of equal or above "satisfactory" during the last 03 years.
- d. If disciplinary action against the applicant has been started or is being thought of the application will be rejected.

04. All selection criteria will be considered as of the closing date for applications. Applicants may apply for one or both foreign training programmes offered this year through one application form.

05. The selection process will be through a two-step process.

Step 1: Short listing of applicants who fulfill the basic qualifications.

Step 2: Selection of qualified applicants through an interview process conducted by a committee consist of 5 members.

06. Applications should be handed over to Director (Admin) or Assistant Director (Admin) on or before 02 September 2019 by filling the specimen application form (Annex 02). The application can also be downloaded from www.archives.gov.lk if necessary.



Dr. Nadeera Rupesinghe

Director General National Archives.

- Copies :
- 1. Director (Admin) - F.Y.I. & N.A.
 - 2. Assistant Director (Admin) - F.Y.I. & N.A.