

## **Senior Scientist (AR 2)**

### **Job Description**

1. The formulation and reviewing of relevant reports, policies and plans regarding the development of Science and Technology and the application of Science and Technology for National Development
2. Conducting researches/surveys as and when necessary for formulation of policies and plans
3. Conducting policy studies and when necessary for formulation of policies and plans related to the Science, Technology & Innovation (STI)
4. Manage, coordinate and contribute to the activities assigned to, Consultative Fora, Expert Committees, Review Panels and Study Groups under the directions of the Director/C.E.O
5. Organizing and/or conducting the S&T reviews and supporting to any other activities
6. Overall coordination of organizing the Biennial Sri Lanka Conference on Science and Technology (BICOST).
7. Be responsible for the preparation and publication of relevant documentation, policy reports and technical reports
8. Be responsible for maintaining databases of relevant Science & Technology (S&T) and Research & Development (R&D) information
9. Overall coordination and finalization of the Plan of Action of NASTEC
10. Coordinate and facilitate Institutional reviews in collaboration with other staff
11. Any other duties or responsibilities as assigned by the Chairman, Director/C.E.O.