



Council for British Research in the Levant

JOB OPPORTUNITY

Council for British Research in the Levant Job Posting: Deputy Director at the Kenyon Institute, East Jerusalem (Two-year Fixed Term) | Research Opportunity for UK DPhil/PhD Holder

Closing Date: Monday 30 October 2017, 5pm BST.

Salary: £21,000 p/a plus benefits (subject to status)

Kenyon Institute Deputy Director

The Council for British Research in the Levant (CBRL) seeks to appoint a Deputy Director of the Kenyon Institute in East Jerusalem. This fixed term post presents a unique opportunity for a post-doctoral researcher to live and work in East Jerusalem; to develop his/her local and international academic networks and skills; and to lay strong foundations for an academic career.

The Kenyon Institute is the CBRL's research centre in East Jerusalem. The CBRL is the British Academy-sponsored organisation that promotes, sponsors, and carries out high-quality research in the humanities and social sciences throughout the countries of the Levant. CBRL operates research centres in Amman and East Jerusalem; funds academic research, organises conferences, lectures and other events; and publishes academic journals and books.

The Kenyon Institute maintains an open shelf research library, holds events (seminars, lectures, conferences, and workshops), and provides hostel accommodation and support for researchers. The Kenyon Institute is located in Sheikh Jarrah, East Jerusalem, and is 15 minutes' walk from the Old City.

Job Summary: The Deputy Director will contribute to the intellectual life of the Kenyon Institute, and will assist the Kenyon Institute Director in the representation and management of the Institute. The successful candidate should have an active research interest in the region and a research profile in any of the disciplines or subject areas supported by the CBRL. The Deputy Director will be expected to build and maintain an active research profile consistent with her/his other duties, including promoting the work of the Kenyon Institute and CBRL in academic fora – both regionally and internationally. A strong academic connection with the UK is required. Working with the KI Director and other CBRL representatives and Institute personnel, the Deputy Director will contribute to advancing the research profile of the organization, identify potential new initiatives at local, national and international level; and liaise with institutes, universities, NGOs and other relevant organisations. Detailed duties and a schedule will be agreed with the Kenyon Institute Director.

Applications are open to holders of a PhD degree from a university in the United Kingdom. Applicants must have completed a PhD at the time of application. To perform the role effectively, a degree of flexibility is required, and the post holder may be required to travel and work outside office hours on occasion.

The language used in the Kenyon Institute in East Jerusalem is English.

Employment Terms: This is a full-time fixed term appointment for one year with the potential for a further second year subject to negotiations. The position is subject to the successful completion of a three-month probation period, as monitored by the Director of the KI. The remuneration package (subject to status) includes a salary of £21,000 plus expatriate benefits and the post is eligible for USS membership.

The Deputy Director will be required to live in the KI hostel in East Jerusalem, and a monthly deduction of £200 will be made from salary payments to cover rent and utility charges.

Applications: Should include a completed application form (downloadable from www.cbri.org.uk), curriculum vitae, a writing sample (article, book chapter, or PhD chapter), and letter of application (up to 1,000 words) to be sent as Word documents or pdfs cbri@britac.ac.uk by the deadline: **Monday 30th October 2017 at 5pm (BST)**.

Guidance for the letter of application: You should state your reasons for applying for this post and explain how your skills match those sought. Outline the skills and experience you have gained, either in paid work, unpaid/voluntary work, work at home, work through your studies or any other activities which you think are relevant to the role of Deputy Director of the Kenyon Institute and which you believe make you suitable for the post. Explain the focus of your research and how this would contribute to the research profile of the Institute. Indicate what contributions you would expect to make if appointed.

References: You must also arrange for your two letters of reference to be submitted by the deadline. Applications and letters of reference received after this date will not be accepted.

Interviews will be conducted over Skype on Monday 13 November 2017. Please keep this date free.

Start date (proposed): 1 March 2018, or as soon as possible thereafter, Contract subject to a work permit being obtained for the successful candidate, or eligibility to work in East Jerusalem.

Application forms and these guidance notes can be downloaded from our website www.cbri.org.uk.

The CBRL is an equal opportunities employer and encourages applications from all candidates irrespective of gender, ethnicity, age, disability, religious belief, and sexual orientation.

Person Specification Criteria

Knowledge and Experience

• A PhD from a UK university	E
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• A record of professional publication	E
• Experience in outreach activities	D
• Work experience in a non-profit and/or educational working environment	D

Communication

• Excellent English oral and written communication skills	E
• Experience of public speaking	E
• Experience and an interest in working with digital media	D
• Knowledge of Arabic or Hebrew	D

Planning and Organising Resources

• Evidence of effective planning and organising own workload	E
• Ability to work on projects concurrently without loss of attention to detail or accuracy	E
• Experience in organising, or assisting in organising, events	E
• Experience of financial planning and keeping to budget	D

Teamwork and Motivation

• Experience of having participated in and contributed actively to a team	E
• Ability to manage people and strong interpersonal skills	E
• Motivation to provide a high quality level of research assistance	E

Personal Qualities

• Tact, diplomacy, discretion, and enthusiasm	E
• Evidence of confident leadership and willingness to take responsibility	E
• Professionalism in representing the interests of an employing organisation	E
• A strong ethical awareness in the conduct of research	E
• A commitment to promoting the equal opportunities of all our stakeholders	E

E – Essential: Requirements without which the job could not be done.

D – Desirable: Requirements that would enable the candidate to perform the job well.