

Position Description: Director, Centre for Security, Intelligence and Defence Studies (CSIDS)

A. Overview

The post of Director of CSIDS (henceforth “the Director”), within the Norman Paterson School of International Affairs (NPSIA or “the School”) entails several overlapping areas of responsibility: building and maintaining a vibrant community of scholars and practitioners; encouraging and guiding policy-relevant research in the core areas of focus for CSIDS; and guiding CSIDS administratively to become a financially self-sustaining and high-profile centre of excellence in Canada.

While its primary areas of focus are in the fields of security, intelligence and defence, CSIDS is also interested in extending its focus to consider the relationship between these fields and their broader implications for: international development and conflict, fragile states, humanitarian assistance, peacekeeping and human security.

The primary responsibilities of the CSIDS Director are: 1) identification of and applications to funding from a variety of sources, both public and private; 2) organization of a major annual conference, and other smaller workshops and seminars for public and private sector organizations, the academic community and other stakeholders; 3) liaison with public, private and academic stakeholders, and the media, in support of the Centre; and 4) the administration and oversight of the Centre including its website, public activities, and finances.

More details about administrative and operational duties related to this position are available here.

B. Terms of Appointment

The appointment of the Director is for one year with an option to renew. The proposed start date for this one-year term is April 2nd, 2018. The Director will be evaluated annually with continuation subject to approval by the Director of the School and the Dean of the Faculty of Public Affairs. This is a part-time term appointment. The salary is \$30,000 and there are no benefits.

C. Application Procedure

Applicants are asked to send an email with electronic files containing:

- a brief letter identifying your interest in the position, what key qualifications and attributes you would bring to the post of CSIDS Director, and your vision for the Centre and your role in it
- a copy of your *curriculum vitae*

Please direct your email to:

Karen Howard

Email: Karen.howard@carleton.ca

Telephone: 613 520 2600 x 8262

The application deadline is February 28, 2018.

The material from all applicants will be distributed to members of the hiring committee and a shortlist identified. Short-listed applicants will be interviewed by the committee and a decision made as quickly as possible thereafter.