



Vacancy for the Post of Administrative and Operations Manager (Kabul based)

(COLOMBO PLAN GENDER AFFAIRS PROGRAMME)

FIXED TERM CONTRACT

The Colombo Plan for Cooperative Economic and Social Development in Asia and the Pacific applies the concepts of self-help and mutual help to strengthen the development process in its member countries. Established in 1951 with seven Commonwealth member countries, over the years the Colombo Plan has expanded its membership to 27 countries not only of the Commonwealth in the Asia Pacific region but also countries belonging to other regional groupings. Drawing on more than 60 years of technical cooperation expertise, the Colombo Plan works through a network of national focal points in member countries for effective coordination of its programming.

Applications are invited from qualified and experienced local personnel for the above post based in Kabul, which meets the required criteria: This is a local hire position contingent upon donor funding.

Background of the Colombo Plan Field Office and Gender Affairs Programme:

The Colombo Plan currently implements two large programs out of its field office in Afghanistan: the Drug Advisory Programme and Gender Affairs Programme.

The Colombo Plan commenced gender programming in Afghanistan in 2007 by supporting shelters for women and children in Afghanistan through its Drug Advisory Programme. Colombo Plan's gender programming continued to grow, particularly in Afghanistan, between 2007 and 2014. To further expand this initiative, particularly to other countries in Asia and the Pacific region, the Colombo Plan Council approved the establishment of the Colombo Plan Gender Affairs Programme (CPGAP) during the 282nd Council meeting in May 2014. The CPGAP focuses on women and children's rights, issues, and development in Colombo Plan member countries. In Afghanistan, CPGAP implements two major projects, the Afghan Women's Shelter Fund (AWSF) and the Afghan Children's Support Center Fund (ACSCF).

Purpose: The Administration (Admin) and Operations Manager has the overall responsibility for ensuring the efficiency, accuracy and integrity of CPGAP in Afghanistan for administrative, human resources and procurement operations. In this capacity, the Admin and Operations Manager is responsible for ensuring all project administrative operations are in line with Colombo Plan policies and operating procedures. The Admin and Operations Manager will report to the CPGAP Director.

Job Duties/Main Responsibilities

- Provide quality administrative services backing to all operations carried out for CPGAP in close liaison with the Director, CPGAP staff, and other relevant stakeholders.
- Manage CPGAP procurement and logistics, including office supplies, vehicle maintenance and utilities.
- Provide support to CPGAP Financial Consultant and undertake ad-hoc official duties as situation demands.
- Organize training programmes, workshops of CPGAP.
- Provide logistics in field visit of CPGAP team to provinces and GAP HQ visits to Afghanistan.
- Liaise with security service provider/ Security Manager on day-to-day security arrangements.
- Support CPGAP with ICT in consultation with IT Manager/ IT Consultants.
- Coordinate and act as focal point for issues relating to Human Resources, including coordination on staff contract extensions, appointment and termination letters, new recruitments as per Colombo Plan HR Policy for CPGAP staff.
- Process routine personnel forms such as attendance and leave reports, generate monthly staff attendance reports using the electronic attendance system and maintain all HR files.
- Manage national and international CPGAP staff travel arrangements, including securing Afghan/ other visas, purchasing air travel tickets and airport pick and drop off.
- Responsible for oversight of building maintenance and repair of CPGAP Office.
- Supervise and coordinate the support staff of CPFOA.
- Ensure efficient document management process and confidentiality of information.
- Any other duties assigned by the Director, CPGAP.

Competencies:

- Professional competence and specialist knowledge and understanding of theories, concepts and approaches relevant to office management and administration.
- Excellent skills in networking and information collection and analysis procedure with a view to recognizing potential threats and danger.
- Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

Qualification and Experience:

- A first-level university degree in Management, Business or Public Administration or any other related field is required.
- More than 7 years of experience with at least 5 years of experience in an international organization in a related position.
- Ability to work well in an emergency situation: think calmly under pressure, and coordinate multiple tasks simultaneously.
- Proficiency in oral and written communication in English language.
- Committed team player and ability to work with culturally diverse groups of people.

This appointment will be for a fixed term of One (01) year and dependent on the funding of donor agencies.

Applications (CV and Cover letter) should be sent via email on or before 20 November 2018 to vacancy@colomboplan.org

The email title should clearly mention: Administration and Operations Manager-CPGAP (Kabul)

Only short-listed candidates will be contacted for the interview.