



Vacancy for the Post of Chief of DAP (Kabul based)

(Colombo Plan Drug Advisory Programme)

The Colombo Plan for Cooperative Economic and Social Development in Asia and the Pacific is an intergovernmental organization working in the field of development since 1951. The Colombo Plan implements programs in its 27 member countries under 4 distinct programs. The largest of these programs is the Drug Advisory Programme (DAP), which was established as a permanent programme of the Colombo Plan in 1973.

As per the 2017 UN world drug report, Afghanistan remains the world's largest producer of opium and has a significant population suffering with disorders related to the use of heroin, opium and other substances. DAP implements programs to improve access to drug treatment for citizens of Afghanistan, conducts training to improve the capacity of clinical and medical practitioners on evidence informed treatment methodologies, and works together with both Government and civil society stakeholders to enhance drug use prevention programs in Afghanistan.

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.

Overview of the Position: The Chief of the Drug Advisory Programme (DAP) in the Colombo Plan Afghanistan Field Office will hold the overall responsibility for supporting the field level management and supervision of all activities conducted by DAP in Afghanistan. This will include providing technical oversight of DDR and capacity building projects and overseeing a team of professionals covering a range of programs including drug treatment, preventive drug education, institution building, research, and public awareness campaigns.

The Chief of DAP must possess high integrity to represent and uphold the vision, mission and values of the Colombo Plan while guiding and collaborating with implementing partners. He/She must have an excellent understanding of organizational policies and the Colombo Plan's overall mission to ensure that DAP's activities are implemented in a timely and effective manner and according to regulations of the organization. The Chief of DAP will carry out his/her duties in a manner that protects the reputation and image of the Colombo Plan and not in a manner that may result in a liability to the organization. She/He will also motivate other staff in DAP Field Office Afghanistan team conduct themselves in the same manner.

Additionally, the Chief of DAP will be required to represent DAP at senior level meetings with Afghan Government Ministries, Implementing Partners and Donor Agencies. Ability to travel within and outside of Afghanistan is required.

The Chief of DAP will be required to report to the Director of DAP based in the Colombo Plan Head Office, as his/her immediate supervisor. He/She will also be required to liaise with project managers and officers overseeing Afghanistan projects based in the Colombo Plan head office, as well as the Director of the Colombo Plan Afghanistan Field Office. This position will only be open to Afghan Nationals residing in Afghanistan.

Job Duties/Main Responsibilities

1. Oversee the implementation, planning, monitoring and reporting of DAP's activities in Afghanistan, ensuring that a strong strategic direction in line with overall organizational goals and policies is maintained

- a. Assist the DAP Director in the development and periodic review of DAP's strategy for Afghanistan.
- b. Provide oversight on the overall implementation of programme components in fulfillment of project deliverables within the relevant project budgets.
- c. Ensure effective and regular planning, monitoring and reporting of all DAP program components and activities for Afghanistan.
- d. Remain updated on the context in Afghanistan and ensure that DAP programmes and activities stay relevant and responsive to needs of the country.
- e. Provide technical expertise as needed to DAP programs in Afghanistan and/or assist in ensuring that the correct technical expertise is made available to them.

2. Liaise with the Colombo Plan Afghanistan Field Office Director with ensuring the well-being and professional development of DAP staff

- a. Serve as the initial point of contact for routine programme implementation and inquiries and ensuring uncommon or urgent matters are immediately brought to the Field Office Director's attention.
- b. Evaluate and advise on all media requests and visits related DAP's activities and programmes in Afghanistan ensuring that all staff and visitors understand and adhere to guidelines established by the relevant Afghanistan Ministries and/or the Colombo Plan.
- c. Provide timely updates on performances DAP's staff members based in Afghanistan, directly oversee annual performance evaluations and provide advice on areas of improvement / capacity development needed for each staff member.

3. Build and maintain effective relationships in support of DAP activities in Afghanistan

- a. Establish and maintain good working relationships with focal points within the Government of the Islamic Republic of Afghanistan, civil society organizations, donors, international organizations and other stakeholders of DAP programs in Afghanistan.
- b. Ensure effective management of any formal partnerships between DAP and its implementing partners or any other entity engaged for program implementation in Afghanistan
- c. Represent DAP in external coordination meetings to ensure effective representation for activities/projects in which DAP has potential interest or is already involved.

4. Liaise and coordinate with key personnel of the Afghanistan Field Office such as Administrative Staff, Security Managers and Support staff, in relation to matters concerning DDR project implementation.

5. Perform other duties related to DAP's programs in Afghanistan, as assigned by the Director DAP, the Colombo Plan Secretary General and the Afghanistan Field Office Director

Primary Competencies

a) Understanding of key concepts in Drug Demand Reduction

- a. Understanding of up-to-date evidence based treatment methodologies and the science of addiction
- b. Understanding of current evidence based interventions for drug use prevention in various settings such as School, Family, Community and the workplace
- c. Understanding of effective social reintegration strategies for drug users
- d. Understanding of effective prevention messaging through mass media and other public information systems.

b) Professionalism

- a. Professional competence and specialist knowledge and understanding of theories, concepts and approaches relevant to drug demand reduction.
- b. Excellent skills in networking, information collection and analysis procedure with a view to recognizing potential threats and danger.
- c. 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.

c) Communication skills

- a. Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify if necessary
- b. Exhibits interest in having two-way communication; tailors language, tone, style and format to match audience
- c. Demonstrates openness in sharing information and keeping people informed

d) Planning & Organizing skills

- a. Proven skill in the production of policy and procedure papers supporting project operations in the country of operations
- b. Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work
- c. Foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

e) Leadership skills

- a. Serves as a role model that other people want to follow

- b. Empowers others to translate vision into results; is proactive in developing strategies to accomplish objectives; strives for improvement
- c. Establishes and maintains relationships with a broad range of people to understand needs and gain support
- d. Anticipates and resolves conflicts by pursuing mutually agreeable solutions
- e. Identifies strategic issues, opportunities and risks
- f. Clearly communicates links between the Organization's strategy and the work unit's goals; generates and communicates broad and compelling organizational direction, inspiring others to pursue that same direction

Desirable Qualification, Work Experience and Skills

- Education:
 - An advanced level university degree in Public Health, Social Sciences, International Development or any other related field is required
- Work experience:
 - 8 or more years of supervisory work experience in the field development work in Afghanistan at Director or Senior Manager level
 - 5 or more years of work experience in the field of substance use treatment, prevention and/or rehabilitation.
 - Work experience in an international organization setting will be advantageous
- Communication skills:
 - Fluency in both English and Dari. Knowledge of Pashtun will be advantageous.
 - Ability to communicate effectively and efficiently in both oral and written medium
- Management skills:
 - Ability to manage and work cooperatively in diverse and multi-cultural teams
 - Experience in program management, delivery, monitoring and evaluation
 - Proven ability to supervise multiple teams and staff members based remotely
 - Good understanding of internationally accepted financial management and program administration practices.
 - Ability to work well in an emergency situation: think calmly under pressure, and coordinate multiple tasks simultaneously
 - Committed team player and ability to work with culturally diverse groups of people

Submission guidelines:

This appointment will be for a fixed term of One (01) year and dependent on the funding of donor agencies. Only short-listed candidates will be contacted for an interview. Telephone inquiries will result in the disqualification of your application.

Applications (CV and Cover letter with a recent passport size photograph) should be sent via email on or before 28 February 2019 to vacancy@colomboplan.org The email title and CVs should clearly mention: Chief of DAP. Only short-listed candidates will be contacted for the interview.