



## VACANCY FOR THE POST OF DAP PROGRAMME OFFICER- AFRICA (COLOMBO BASED)

### FIXED TERM CONTRACT

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The Colombo Plan for Cooperative Economic and Social Development in Asia and the Pacific, which has its headquarters in Colombo, Sri Lanka, is an inter-governmental organization with a membership of 27 countries in the Asia-Pacific region. Applications are hereby invited from qualified and experienced local personnel for the above post, which meet the required criteria:

#### **Background of the Colombo Plan Drug Advisory Programme:**

Colombo Plan for Cooperative Economic and Social Development in Asia and the Pacific promotes the concepts of self-help and mutual help among its member states. Established in 1951 with seven Commonwealth member countries, the membership today has expanded to 27 states. Recognizing the growing concerns of substance use in the region, Colombo Plan established the Drug Advisory Programme (DAP) in 1973.

Since its inception, DAP continues to address the changing global needs of drug-related issues. As a pioneering intergovernmental organization in drug demand reduction, DAP has significantly contributed to the human resources development, institutional strengthening and establishment of regional networks to support the member and participating countries to respond to an increased level of multi-faceted problems faced by the countries due to illicit drugs. DAP advocates for the use of evidence-based practices in treatment and prevention and empowers SUD professionals through the provision of technical assistance.

**Purpose:** The Programme Officer (PO) has the primary responsibility of supporting the Project Manager (PM) in all tasks to successfully implement the projects. Under the supervision of the PM, the PO will handle the day-to-day responsibilities of implementation. The Programme Officer will be based in Colombo, Sri Lanka and will report directly to the Project Manager and indirectly but regularly to DAP Director.

#### **Job Duties/Main Responsibilities**

- Provide administrative, logistical and technical support to the Project Manager in all activities related to programme planning, coordinating, quality assurance, and reporting.
- Develop and maintain accurate data and information, and collect, collate, analyze, and report data that are relevant to the project.

- Assist all stakeholders and project participants in planning and scheduling events, meetings and trainings.
- Conduct any other duties assigned by the Project Manager.

### **Specified Responsibilities:**

- a. Coordinate and assist with the Project Manager of activities related to project expenditures and utilization of funds, project and/or budget revisions, preparation and dissemination of costed work plans, terms of reference and other related project documentation, and preparation of various written outputs and reports, and in compliance with applicable Colombo Plan financial, administrative and operational rules and regulations.
- b. Provide substantive reviews and quality control and services, and ensure they are carried out to high quality standards.

### **Competencies**

#### **Professionalism**

- a. Professional competence and expert knowledge and understanding of theories, concepts and approaches relevant to drug treatment issues.
- b. Knowledge on relevant programme with very good research and analytical skills.
- c. Ability to identify and contribute to the solution of problems/issues.
- d. Knowledge on various research methodologies and sources. Good analytical, planning, and organisational skills.
- e. 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.

#### **Communication**

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

### **Planning & Organising**

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; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

### **Minimum Requirements**

**Education:** A Bachelor's degree is required and a Graduate degree is an advantage.

**Work Experience:** A minimum of three years of professional work experience in related field. Previous work experience in Colombo Plan is an advantage.

### **Languages:**

- a. English is the working language of the Colombo Plan Secretariat.
- b. For the post advertised, fluency English, i.e. oral and written proficiency, is required.
- c. **Knowledge of oral and written French is also required.**

**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 to via email to [vacancy@colomboplan.org](mailto:vacancy@colomboplan.org)**

**The email title should clearly mention: Programme Officer- Africa**  
Only short-listed candidates will be contacted for the interview.