



VACANCY FOR THE POST OF DEPUTY DIRECTOR – DAP (**International**)

FIXED TERM CONTRACT

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 International and local personnel for the above post based in Colombo, 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 Deputy Director will be responsible for supporting the DAP Director in conducting day-to-day operations of the Drug Advisory Programme and ensuring that the objectives of the project, with respect to all components, are met in an efficient, effective and financially prudent manner. The Deputy Director will report to the Director.

Job Duties/Main Responsibilities

A. Financial Management

1. Establish high level of financial governance and integrity.
2. Maintain efficient financial controls, accountability standards, procedures and records.
3. Provide oversight for budget and financial management of projects in accordance to Colombo Plan financial regulations and donor prescribed standards.
4. Oversee development of contracts and agreements with partner organizations.
5. Oversee the fulfillment and contractual obligations of all narrative and financial reporting requirement.
6. Prepare budget, monitor budget-spending, and in consultation with the DAP Director take appropriate action concerning deficiencies or surpluses.

B. Human Resource Management

1. Assist the DAP Director in recruitment of DAP staff.
2. Assist the DAP Director in creating and revising DAP staff TOR.
3. Ensure staff are thoroughly oriented on HR policies and ensure that they carry out their duties in accordance to the Colombo Plan code of conduct.
4. Periodically review existing HR guidelines and proposed changes that is responsive to the changing nature of DAP projects.
5. Assist the DAP Director in conducting performance appraisals of DAP staff and provide feedback on individual performance.
6. Periodically review performance appraisal instrument and recommend changes whenever necessary.
7. Ensure compliance with all host country legal, contractual, labor and statutory requirements in program implementation.
8. Monitor ongoing human resources issues and grievances and ensure that guidelines for such cases are followed.
9. Address staff wellbeing in liaison with the administration, to ensure suitable rest and relaxation.
10. Propose annual staff continuing professional development activities

C. Security

1. Ensure all staff understands individual and collective responsibilities for personal safety and security.
2. Maintain internal and external contacts with relevant parties and authorities related to security in order to be well informed about security developments at all times.
3. Advise DAP Director of changes and threats to the security of staff, assets and operations in a timely manner.

D. Public Relations

1. Brief all staff of proper communication standards and practices in periodic manner.
2. Ensure all staff are familiar with usage, procedures, and relevant communication protocols.
3. Support and guide the Project Managers in producing annual plans and reports.

E. Reporting and Coordination

1. Ensure that program support functions are established and maintained in accordance with policies and procedures.
2. Monitor adherence to administrative guidelines.
3. Conduct Internal coordination with Project Managers to oversee day-to-day administration.
4. Ensure that Project Managers maintain adequate monitoring, reporting and streamlining all program related activities in accordance with the donor prescribed standards.

Key Competencies

1. Has demonstrated professional competence and expert knowledge and understanding of theories, concepts and approaches relevant to project management issues.
2. 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.

3. Ability to proactively identify challenges in project implementation and contribute to the solution of issues.
4. Possess good analytical, planning, and organizational skills required for the implementation of both long term and short-term assignments.
5. 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; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.
6. Ability to manage multiple projects independently with excellent time management skills. Work effectively under pressure, within short time constraints, and during times of rapidly developing events.
7. Demonstrates ability to manage tasks independently with little or no oversight.
8. Possesses interpersonal skills that will promote team camaraderie and boost staff morale.
9. Is knowledgeable and respectful of cultural norms.
10. Is a team player, establishes and maintain relationships with broad range of people and resolves conflict by pursuing mutually agreeable solutions.

Minimum Qualification

The Deputy Director will be an independent professional with extensive project management experience, capacity for supervision and with excellent reporting skills. Experience should include activities demonstrating the skills of coordinating and managing the work of DAP staff.

Education:

1. An advanced level degree in any of the following fields: Criminal Justice, Management, Business Administration, International Affairs, Public Health, and Social Sciences.

Work Experience:

1. At least 7 years' experience in criminal justice, public health, demand reduction or counter-narcotics fields, 3 years of which include project implementation and monitoring and at least 1 year at top management level.
2. Experience in international cooperation is an advantage.

Languages:

1. Fluency in oral and written English is required.
2. Knowledge of another United Nations language is an advantage.

Others:

1. Proficiency in using basic office computer programs, including Microsoft Word, Excel and Power Point.
2. Advance financial management skills.

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 10 December 2018 to vacancy@colomboplan.org

The email title should clearly mention: Deputy Director- DAP
Only short-listed candidates will be contacted for the interview