



VACANCY FOR THE POST OF PROGRAMME OFFICER (COLOMBO BASED)

(COLOMBO PLAN GENDER AFFAIRS PROGRAMME)

FIXED TERM CONTRACT

The Colombo Plan for Cooperative Economic and Social Development in Asia and 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 based in Colombo, which meet the required criteria:

Background of the Colombo Plan Gender Affairs Programme:

The Colombo Plan Gender Affairs Programme (CPGAP) will focus on women and children's rights, issues and development. The Programme Officer, based in Colombo, is responsible for the Afghanistan project reports to the Director CPGAP and assists the director to implement activities under Afghanistan Children's Support Center Fund (ACSCF) project. The Programme Officer for ACSCF will represent and uphold the vision, mission and values of the Colombo Plan while guiding and collaborating with all stakeholders and implementing partners in Afghanistan.

Job Duties/Main Responsibilities

- Take responsibility to fully understand technical issues on Gender and promote Gender Affairs Programme in Afghanistan, including being key contact persons with partner organizations under CPGAP.
- Under the supervision of the Director, manage and oversee the implementation all aspects under the ACSCF projects with Kabul staff and partner agencies ensuring effective implementation (programmatic and financial), monitoring, coordination and reporting at all levels are taking place on time and on budget.
- Manage designated ACSCF projects with direct day to day engagement with the Kabul ACSCF unit, undertaking regular calls for checking progress. Line manage the unit's work and report to Director and Senior Programme Officer.
- Coordinate with the GAP Finance all the financial related matters of ACSCF and report to Director.
- Coordinate with programme staff in Colombo headquarters and Kabul office, implementing agencies, government and other relevant stakeholders; maintaining close technical attention to developments in the area of women shelters, children support centers, access to justice and family guidance centers in Afghanistan.
- Manage holding workshops in Kabul providing workshop reports and ensure regular capacity building support to all implementing partners and stakeholders and as per the shelter and children center assessments.

- According to the M&E plan, PMP and Data collection protocols, collect, edit, and review ACSCF reports and records and conduct required programme monitoring and evaluation visits to the field (security permitting).
- Coordinate, prepare all monthly and quarterly reports of the ACSCF to donors as per the Data Collection Template and PMP.
- Develop the annual work plan of ACSCF and prepare relevant information, reports and other necessary documents required by the CPGAP.
- Oversee all documentation of and maintaining program files under the ACSCF project, checking all compliance under the grants to partners under CPGAP.
- Oversee and check the ACSCF programme disbursements to partners, expenditure of budgets and ensure cost-effective management of projects within CPGAP.
- Consult and keep the Director and Senior Programme Officer informed of all developments and programme implementation matters within ACSCF projects.
- Prepare annual operational budget and oversee annual and quarterly budget allocations and burn rates with the Finance unit.
- Secure the confidentiality of all interactions and records at all times under CPGAP.

Competencies:

- Professional competence and specialist knowledge and understanding of theories, concepts and approaches relevant to project management, gender empowerment and child protection.
- Excellent skills in networking, information collection and analysis procedure.
- Shows pride in work and in achievements; demonstrate 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; remain calm in stressful situations.

Qualification and Experience:

- Advance university degree in Sociology, Human Rights, International Relations, Social Work, Psychology, law or any other related field is required.
- At least 5 years' experience in international organization(s) 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.
- 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 24 February 2019 to vacancy@colomboplan.org

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