



VACANCY FOR THE POST OF PROJECT ASSISTANT (KABUL BASED)

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 local personnel for the above post, which meet the required criteria:

Background of the Colombo Plan Drug Advisory Programme:

The Colombo Plan for Cooperative Economic and Social Development in Asia and the Pacific was established in 1951 as one of the oldest international organizations in the Asia-Pacific region. CP is based on the partnership concept for self-help and mutual help in the development process with the focal areas being, human resource development and south-south cooperation. One of CP's permanent programme is The Drug Advisory Programme whom spearheaded drug demand and supply reduction solutions in the region since its inception in 1973.

Afghanistan as one of the member state has been a consistent beneficiary of CP initiatives since 2003. DAP has focused on responding to the changing needs of Afghanistan by implementing science-based and grass root approaches to address the needs of an estimated 3 million drug users. As 85% of the world's opium supply is from Afghanistan, the Ministry of Counter Narcotics (MCN) has a huge responsibility in their hands. MCN is the agency responsible for policy coordination for the Government of Afghanistan's counter narcotics activities and programs in cooperation with other ministries, independent body and relevant organization. To assist in fulfilling its mandate Colombo Plan through donor funding will implement Ministry of Counter Narcotics Women's Leadership Fellowship and Institution Building Projects.

Purpose: The Project Assistant has the primary responsibility of supporting the Project Manager in all tasks to successfully implement the MCN Women's Leadership Fellowship and Institution Building initiatives. Under the supervision of the Project Manager, the Project Assistant will handle the day-to-day responsibilities of implementation.

Job Duties/Main Responsibilities

- a. Provide administrative, logistical and technical support to the Project Manager in all activities related to program planning, coordinating, quality assurance and reporting.
- b. 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 CP financial, administrative and operational rules and regulations.
- c. Develop and maintain accurate data and information, and collect, collate, analyze, and report data that are relevant to the project.
- d. Provide substantive reviews and quality control services, and ensure they are carried out to high quality standards.
- e. Assist all stakeholders and project participants in planning and scheduling events, meetings and trainings.

- f. Liaises with Ministries of Afghanistan, International Organizations and other specialized agencies on matters related to DAP Institution Building Initiatives.
- g. Assist to coordinate logistical arrangements for training, meetings, events.
- h. Develop and maintain an efficient filing system and ensure that confidential records are securely kept.
- i. Prepare monthly reports to the Project Manager of all the activities conducted.
- j. Conduct any other duties assigned by the Project Manager and DAP Director.

Key Competencies

1. Develops clear goals that are consistent with agreed strategies; identifies priorities & adjusts it 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; use time efficiently.
2. Has demonstrated professional competence and expert knowledge and understanding of theories, concepts and approaches relevant to project management issues.
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; demonstrate professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; show persistence when faced with difficult problems or challenges; remain 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. Has knowledge of various research methodologies.
8. Fluency in oral and written English. Fluency in Dari and Pashto is desired.
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.
11. Is open-minded and constantly seeks improvements.

Minimum Qualification and Experience

1. University degree from a recognized higher education institution.
2. Two years of working experience, one year of which must be directly related to international development, and/or institutional capacity strengthening in conflict states and/or a developing country.
3. Proficiency in oral and written English. Knowledge of another United Nations language is an advantage. Fluency in Dari and Pashto is required.
4. Proficiency in basic office computer programs.
5. Basic 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 30 November 2018 to vacancy@colomboplan.org

The email title should clearly mention: Project Assistant

Only short-listed candidates will be contacted for the interview