



## VACANCY FOR THE POST OF DAP PROJECT OFFICER (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 International and 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 Project Officer, DAP supports the Project Manager, DAP in the design and implementation of projects and events that align with Colombo Plan's mission and support its goals, including developing and coordinating training programmes, meetings and other related activities that publicise the organisation and its programmes to the community. The Project Officer DAP must develop good working relationships and liaise with the focal points and other points of contact in beneficiary countries, the Colombo Plan Secretariat, DAP Finance and other support areas, donors and clients to ensure Colombo Plan administrative and governance processes and requirements are followed and mutually beneficial outcomes are achieved.

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

The Project Officer, DAP will

1. Act with honesty, integrity and commit to continuous development and improvement of knowledge related to the position at all times.

2. Adhere to all Colombo Plan and DAP Finance, HR and other related administrative and governance policies and practices at all times.
3. Oversee all project activities and be the main contact point for local point of contacts and CP field staff.
4. Ensure project activities comply with the policies and regulations of the Colombo Plan and donor organizations.
5. Assist in the development and execution of project deliverables; project planning, budgeting, action plans and monitoring processes.
6. Assist in developing activity reports, recording meeting minutes and financial reports on a regular basis to DAP Finance, the donor and other stakeholders as required.
7. Assist with the preparation and submission of annual activity-based project budgets as well as monthly and quarterly financial reports and new funding requests.
8. Assist with monitoring project activities and project expenditure and coordinating work with consultants, cooperating partners and volunteers to achieve smooth implementation and results as specified in donor agreements
9. Employ resourcefulness in project design, implementation and monitoring, and assist with trouble shooting project problems and implementing creative and effective solutions.
10. Attend to other ad-hoc tasks as directed by the Project Manager and DAP management.

## **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 university degree in Law/Social Science/ Psychology/ Social Work/Public Health/Development Studies is required.

**Work Experience:** A minimum of three years of professional work experience, including a minimum of one year of work experience directly related to addiction treatment, child drug addiction, international development, and/or institutional capacity strengthening in conflict states and/or a developing country.

### **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 another United Nations language is an advantage.

### **Other**

- a. Proficient at basic office computer programs, including Microsoft Word, Excel and PowerPoint
- b. 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 to via email on or before 30 November 2018 to [vacancy@colomboplan.org](mailto:vacancy@colomboplan.org)**

**The email title should clearly mention: Project Officer**

Only short-listed candidates will be contacted for the interview.