



## **VACANCY FOR THE POST OF SENIOR PROGRAMME OFFICER for PPA, PPSD, LTSP & Env**

### **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 Programmes:**

##### **Programme for Public Administration (PPA)**

The Programme for Public Administration (PPA) was established in 1995, following the revitalization of the Colombo Plan's structure and areas of focus. The primary objective of this programme is to develop human capital in the public sector of the Colombo Plan's developing member countries, through short-term training programmes in prioritized areas.

##### **Programme for Private Sector Development (PPSD)**

The Programme for Private Sector Development (PPSD) established in 1995 provides short-term training programmes for the development of the private sector, particularly the development of small and medium enterprises (SMEs). The focus of the PPSD is on capacity building of officials who are responsible for industrial development, SMEs development and entrepreneurship development. By building up their capacity, it will enable them to become the vital catalyst in their countries' development agenda, particularly to alleviate poverty and promote sustainable economic growth. The Programme's scope covers technology transfer, business management and sharing of best practices, trade liberalization, World Trade Organization and trade issues and industrialization policy.

##### **Long Term Scholarships Programme (LTSP)**

The Long-Term Scholarship Programme (LTSP) was a hallmark of the Colombo Plan during its early years until 1989. On the recommendations of the 38th Consultative Committee Meeting held in Colombo in 2001, the LTSP was re-established in 2004 as an important contribution of the Colombo Plan for the benefit of member countries. Due to the needs of member countries, in 2005 LTSP again started to provide opportunities for suitable candidates from member countries to pursue Master Degrees in prestigious universities.

## **Environment Programme (Env)**

The Programme for Environment was established in October 2005 with funding from the Royal Thai Government for a 3-year period, from 2005 - 2007. The programme offered short-term training courses which covers a wide variety of subjects such as climate change, environment planning, air pollution management and industrial ecology. Colombo Plan is expecting to expand environment programme in the future.

### **Scope of work:**

This post is under a one year contract basis with possibility of extend and the post is responsible for reporting, budgeting, financial transactions, coordination of the programme management activities, reporting, development of the new projects and administrative activities of the headquarters under the above four programmes. The Senior Programme Officer will be based in Colombo, Sri Lanka.

- Coordinate programme management activities
- Develop new projects including writing of project proposals, budget preparations and activity reports for approval
- Finalizing and compiling monthly, quarterly and annual reports to the donors
- Management of the programme funds and preparation of programme budgets
- Coordinate financial payments in relation to all four programmes
- Data analyzing, participation and assistance in preparation and conducting of programme meetings, annual reviews and other relevant programme meetings and events.
- Integrate M&E into ongoing program planning and implementation systems and ensure adherence to Programme M&E minimum standards;
- Establishes and maintains project files in a systematic order. Archives closed files and maintains accurate log of archive files.
- Creates and maintains a list of names, addresses and telephone numbers of Programme counterparts and government ministers and officials.

**Competencies:**

- Project mission relating to strategic goals of the Colombo Plan
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Experience in Fund raising and innovating new programmes
- Experience in Networking and Coordinating
- Effective and efficient data gathering knowledge and data analytical skills
- Fully proficient computer skills
- Ability and sensitivity to work with a wide cross-section of partners, including government, I/NGOs and private sector
- Excellent interpersonal skills, proven networking, team-building, decision making, organizational and communication skills

**Minimum Requirements:**

- Master's Degree- preferably in Social Sciences, Environment, Economic or other relevant field.
- Thorough knowledge of ICT
- More than 10 years of experience with at least 5 years of experience in international organizations in a position related to environment, enterprises, training or social work
- Good command of English in writing and oral
- Ability to work under pressure and an excellent team player

**Applications (CV and cover letter) should be sent to via email on or before 21 February 2019 to [vacancy@colomboplan.org](mailto:vacancy@colomboplan.org)**

**The email title should clearly mention: Senior Programme Officer-PPA, PPSD,LTSP & Env**

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