



VACANCY FOR THE POST OF SENIOR PROGRAMME OFFICER

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, which meet the required criteria:

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 Capacity Building Programmes of the Secretariat . 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 20 May 2019 to vacancy@colomboplan.org

The email title should clearly mention: Senior Programme Officer

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