



Vacancy for the Post of Senior Programme Officer- Capacity Building and Environment

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 meets the required criteria:

Scope of work: This post is under a one year contract with possibility of extension. The post is responsible for the coordination and management of the programme activities. The Senior Programme Officer will be based in Colombo, Sri Lanka.

- Provide technical support and coordinate the implementation of the Colombo Plan's programmatic interventions in the area of environment.
- Develop new projects in the area of environment including writing of project proposals, budget preparations and activity reports for approval.
- Coordinate programme management activities.
- 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 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.
- Perform other duties and tasks as may be required by the Secretary-General.

Competencies:

- Project mission relating to strategic goals of the Colombo Plan
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Experience in Fundraising 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 Environmental Management, Natural Resources, Climate Change or equivalent professional qualification.
- More than 8 years of experience with at least 5 years of experience in international organizations in a position related to environment, enterprises, training or social work
- Extensive experience in managing environmental programmes is an added advantage
- Proficient at basic office computer programs, including Microsoft Word, Excel and PowerPoint
- 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 via email to vacancy@colomboplan.org

The email title should clearly mention: Senior Programme Officer- Capacity Building and Environment

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