



VACANCY FOR THE POST OF DEPUTY PROJECT DIRECTOR (**COLOMBO BASED**)

(COLOMBO PLAN GENDER AFFAIRS PROGRAMME)

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 based in Colombo, which meet the required criteria:

Background of the Colombo Plan Gender Affairs Programme:

The Colombo Plan Gender Affairs Programme (CPGAP) focuses on working together with women, men, girls and boys to promote a just and equitable society. The CPGAP programme aims to increase awareness on gender empowerment; to conduct research and advocacy on emerging issues impacting men, women and children; to share technical expertise and resources, to build capacity among the member countries and to support projects on gender empowerment and children's protection. The Deputy Project Director will represent and uphold the vision, mission and values of the Colombo Plan. He/She will be a dynamic, experienced leader who will coordinate all activities of Colombo Plan Gender Affairs Programme implemented out of the head office. This leadership position require an experienced senior level professional.

Job Duties/Main Responsibilities

Strategic Management and Leadership

- In collaboration with the Director, the Deputy Director will be responsible for the strategic directions of Colombo Plan Gender Affairs Programme.
- Support management of the organization's strategic plan, budget and fundraising strategy.
- Raise funds for gender capacity building and direct empowerment.
- Lead the development of new CPGAP projects and activities, including writing project proposals including budgets for donors.
- Identify implementing partners, review project proposals and budgets, grant awards, monitor implementation of projects and build capacity of implementing partners.

- Carryout CPGAP promotion activities for the CP member countries as approved by Secretary-General.
- Supervise and mentor CPGAP staff to ensure quality work and accountability.
- Ensure the operationalization and adherence to all Colombo Plans' policies and procedures.
- Create a supportive environment that fosters personal responsibility and commitment to Colombo Plan goals and values.

Programme and Operational Management

- Co-direct and manage the overall operations of Colombo Plan Gender Affairs Programme.
- Oversee the programme and financial management and be responsible for ensuring quality and integrity of the systems and policies.
- Oversee management of contracts, procurement, and operations.
- Support and oversight to the team in all program planning, budgeting, documentation and monitoring.
- Ensure timely, accurate and quality financial and narrative reporting compliance with donors.
- Ensure efficient and functioning operation systems.
- Foster intra-department linkages, communication and synergies within Colombo Plan.
- Implement and foster adherence to the established Colombo Plan policies, regulations, guidelines and procedures and strengthen transparent governance.
- Contribute effectively to the overall strategic visioning, conceptual development, planning and monitoring of Colombo Plan work.

Internal and External Relations

- Facilitate internal processes for Colombo Plan staff that build skills and commitment to organizational values and social justice.
- Demonstrate effective, values driven leadership to all Colombo Plan staff.
- Foster a conducive environment that is transparent, accountable and supportive.
- Work collaboratively with the Co-Directors on strategic decisions and leadership of Colombo Plan.
- Represent Colombo Plan at National, Regional and International events, platforms.
- Manage donor relations in collaboration with the Director.

Competencies

- Strong organizational and management skills.
- Effective in motivating staff to deliver quality results on time.
- Ability to promote the vision, mission and strategic goals of the Colombo Plan.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

- Proactive and able to work under strict deadlines, and able to develop and work according to project work plans.
- Excellent interpersonal skills, proven networking, team-building, decision-making, organizational and written and spoken communication skills.
- Keen appreciation of quality and standards with ability to take responsibility for delivering quality results despite challenges.
- Strong analytical and conceptual skills with the ability to see both the big picture as well as micro issues.

Qualification and Experience:

- Minimum of Master's degree in social sciences, international development, community development, business management or other relevant fields.
- At least 10 years work experience with at least 5 years in executive leadership role, experience in international setup an advantage.
- Ability to work well in an emergency situation: think calmly under pressure, and coordinate multiple tasks simultaneously.
- Proficiency in oral and written communication in English.
- Committed team player and ability to work with culturally diverse groups of people.

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 07 March 2019 to vacancy@colomboplan.org

The email title should clearly mention: Deputy Project Director- GAP

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