Vacancy for the Project Manager- Curriculum Development Treatment (International)

(COLOMBO PLAN DRUG ADVISORY PROGRAMME)

The Colombo Plan for Cooperative Economic and Social Development in Asia and the Pacific was established in 1951 as one of the oldest inter-governmental organizations in the Asia-Pacific region. The Colombo Plan (CP) is based on the partnership concept of self-help and mutual help in the development process with the focal areas being, human resource development and south-south cooperation. One of CP’s permanent programmes is The Drug Advisory Programme (DAP) which, since its inception in 1973, has assisted member countries in initiating the process of policy evolution, finding appropriate solutions on a bilateral and/or multi-lateral basis and encouraging national efforts among member countries towards drug demand reduction.

The overall objective of DAP is to respond to the changing needs of member countries facing multi-faceted problems in regards to illicit drug production, trafficking and abuse. Towards achieving this objective, notable DAP’s initiatives include the establishment of DAP focal points, formulation of national drug policy, implementation of drug demand reduction initiatives, initiation of the Afghan drug demand reduction initiatives, the International Centre for Credentialing and Education of Addiction Professionals and six networks on prevention, youth, treatment and rehabilitation, special services for children, supply reduction and law enforcement, curriculum development and credentialing, expert/advisory, and publication.

Background: In 2009, the Bureau of International Narcotics and Law Enforcement Affairs (INL), US Department of State funded the development of the Universal Treatment Curriculum for Substance Use Disorders (UTC) basic level training series. This series, with eight courses, was further expanded in 2014 to the advanced level with 14 courses. Collectively, the courses cover the broad spectrum of addiction treatment and recovery and are intended to enhance the knowledge, skills and competencies of addiction professionals, as well as promote evidence-based practice substance use disorders treatment. Each course is designed to ensure that practitioners in the substance use disorder (SUD) treatment field develop a balanced perspective of the principles relating to SUD treatment, recovery management and continuing care.

In support to the UTC, specialized curricula are being developed including 4 courses for Guiding Recovery of Women (GROW), 3 courses of Developing Community based Support and Recovery Oriented Support System. The overall goal of the curriculum development training series is to build international drug demand reduction capacity through training and education and equip prevention and addiction professionals with knowledge, skills and competencies to efficiently deliver drug demand reduction services to individuals with substance use disorders, their families and communities. In addition, these series also present evidence-based prevention and treatment practices that are responsive to the ever-changing needs of the targeted beneficiaries.

The overall developmental objective of curriculum development is to support the professionalization of the global drug demand reduction workforce with emphasis on improving the quality, relevance and standards of the training series. Specifically, it aims to ensure that the courses developed are competency-based, up-to-date and relevant, adhering to quality assurance in accordance to international standards.
Applications are invited from qualified and experienced International and local personnel for the above post based in Colombo, which meets the required criteria: This is an International hire position contingent upon donor funding.

**Purpose:** The Project Manager has the primary responsibility of ensuring that the deliverables of the projects will be achieved in the period of performance as stated in the proposals. The Project Manager for Curriculum Development is responsible for the effective and efficient management of projects pertaining to curriculum development and, will report directly to the DAP Director.

**Job Duties/Main Responsibilities**

The Project Manager will take the lead for overall strategy development, management and monitoring of the curriculum development projects, and work closely with the curriculum writers for the accomplishment of the following tasks:

1. Manage the curriculum development process:
   - Work with the donor agency to identify and engage curriculum writers for the particular training series;
   - Coordinate with contracted writers in developing the outline of the courses for the approval of the Expert Advisory Group (EAG) and timeline deliverables;
   - Coordinate with the curriculum writer(s) and graphic designers to prepare the course manuals for the Expert Working Group Meeting (EWGM), pilot training, and peer review;
   - Identify and recommend experts in the field for the EWG and EAG meetings;
   - Coordinate the EWG and EAG meetings for the respective courses;
   - Prepare and conduct pilot training on the developed courses;
   - Work with UNODC on timelines for the peer review, ensure timely submission of the manuals and recommendations by the panel for endorsement by EAG;
   - Review with curriculum writers the recommendations endorsed by the EAG;
   - Ensure accurate revisions of the reviewed manuals.

2. Supervise, guide and coordinate the work of the graphic designers. Review the work-in-progress to resolve concerns and issues related to design, layout and formatting of the manuals.

3. Oversee the coordination of activities related to project expenditures and utilization of funds, project and/or budget revisions, preparation and dissemination of work plans, and other related project documentation in compliance with applicable CP financial, administrative and operational rules and regulations.

4. Prepare reports in compliance with applicable CP operational rules and regulations.

5. Lead and/or supervise field missions and represent the Colombo Plan and DAP in various fora upon the DAP Director’s approval.

6. Perform other duties as required by the DAP Director.

**Key Competencies**

1. **Knowledge Requirements:**
   - Knowledge of subject andragogy, curriculum design and development;
   - Knowledge of research methodology;
   - Basic knowledge of intellectual property rights.

2. **Skills and Abilities:**
   - Ability to meet deadlines and handle diverse tasks simultaneously;
   - Strong interpersonal leadership and motivational skills;
   - Excellent planning and coordinating skills;
   - Excellent report writing, presentation, and oral communication skills;
   - Excellent time management, and organizational skills;
   - Ability to provide timely and accurate advise on curriculum issues;
   - Ability to work well under pressure with minimum supervision;
• Ability to work with people, establish and maintain relationships with broad range of people and resolve conflict by pursuing mutually agreeable solutions;
• Open-mindedness and adaptability to change.

3. Cultural Sensitivity:
• Knowledgeable and respectful of cultural norms
• Awareness of cultural and ethnic needs as well as the social, emotional, physical and cognitive needs of colleagues from diverse backgrounds.

Minimum Qualifications and Requirements

1. A Doctoral or Masters Degree in Psychology, Social Work, Social Sciences, and Behavioral Sciences. A Bachelors Degree in the same fields and in combination with ten years of work experience in the areas of substance use prevention and SUD treatment.
2. 10 years’ work experience in the areas of substance use prevention and SUD treatment
3. Experience in national and international cooperation, and project implementation and monitoring is an advantage.
4. A good command of the English language is a requirement. Proficiency in other foreign languages is an advantage.
5. Proficiency in using basic office computer programs, including Microsoft Word, Excel and Power Point is required

Colombo Plan will offer a salary between USD 4000- 4500 with attractive benefits for the position

Applications (CV and Cover letter) should be sent via email on or before 05 May 2020 vacancies@colombo-plan.org. The email title should clearly mention: Project Manager-Curriculum Development. Only short-listed candidates will be contacted for the interview.