The Colombo Plan for Cooperative Economic and Social Development in Asia and Pacific, which has its headquarters in Colombo, Sri Lanka, is an inter-governmental organization with a membership of 28 countries in the Asia-Pacific and South America regions. Applications are hereby invited from qualified and experienced local personnel for the above post based in Colombo, which meet the required criteria:

Background of the Global Centre for Credentialing and Certification:

Established in February 2009 as the training and credentialing arm of the Drug Advisory Program (DAP), the International Centre for Credentialing and Education (ICCE) was an integral part of the global initiative funded by the Bureau of International Narcotics and Law Enforcement Affairs (INL), US Department of State. The establishment of ICCE was in response to the long-standing crisis of inadequate evidence-based programmes and the dearth of trained addiction professionals. The Colombo Plan, with the guidance from INL embarked on this initiative to develop, expand, and professionalise the field of drug demand reduction.

Re-envisioned as the Global Centre for Credentialing and Certification (GCCC) in 2018, GCCC has the same vision of a world where everyone has access to quality services that promote health and well-being of individuals, families and communities. GCCC continues the mission to professionalise and expand the drug demand reduction workforce around the world. This is done with established criteria and exams for credentialing and certification of the workforce to ensure that the workforce is appropriately trained and ready to provide evidence-based services. For more information about GCCC, visit www.GlobalCCC.org

Purpose: The Programme Assistant will be responsible to support and assist with the initiatives relating to credentialing of addiction professionals worldwide and development of online curricula. The Programme Assistant will work closely with the GCCC staff as well as the DAP and Colombo Plan staff as needed to assist accomplishing programme goals, objectives, and administrative requirements.

Job Duties/Main Responsibilities

1. Assist the activities related to credentialing examinations including collect, download and printing of examination applications and supporting documents, entering data into data sheets, checking the accuracy of certificates prepared by Graphic Designers, courier/post of certificates to relevant parties and assisting of examination proctoring maintaining GCCC standards.
2. Assist with the internal processing of ICAP-Prevention and ICAP-Recovery Support exams and certifications.
3. Assist with the internal approval process for Memos and Budgets submit by DC Office.
4. Assist with payment processing between the DC office and the Colombo office.
5. Carry out necessary follow-ups with DAP Finance regarding timely payments and collection of telegraphic transfer slips to share with relevant parties.
6. Assist with the monitoring of GCCC Credentialing Account deposits and payments in coordination with the Accountant – DAP.
7. Establish, where needed and maintain project files in a systematic order. Archive closed files and maintain accurate log of archived files.
8. Utilize confidentially procedures of all documents in GCCC office.
9. Maintain stationery stocks required for GCCC office and assist with the purchase of stationery as needed.
10. Undertake activities related to day-to-day interpretation and communication of events, activities, and processes under the authority of the GCCC and DAP Directors.
11. Conduct other duties as and when directed by the GCCC Director, DAP Director, and Secretary-General of the Colombo Plan.

Minimum Requirements

- **Education**
  
  An undergraduate University Degree (Bachelor’s degree or equivalent) in Project Management, Development Studies, Management, Administration or Human Resources. Bachelor’s degree in Information Technology will also be considered.

- **Work Experience**
  
  A minimum of one-year of professional work experience in an administrative capacity and project implementation is required.

- **Languages**
  
  Fluency in English both in oral and in written form is required.

- **Additional competencies**
  
  Proficient at basic office computer programs, including Microsoft Word, Excel and PowerPoint. Basic financial management skills.

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 **04 September 2021** to **vacancies@colombo-plan.org**

The email title should clearly mention: Programme Assistant-GCCC

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