



**VACANCY FOR THE POST OF PROJECT MANAGER (COLOMBO BASED)**  
**(COLOMBO PLAN GENDER AFFAIRS PROGRAMME)**

**FIXED TERM CONTRACT**

---

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 27 countries in the Asia-Pacific region. Applications are hereby invited from qualified and experienced local and International personnel for the above post based in Colombo, which meet the required criteria:

**Background of the Colombo Plan Gender Affairs Programme:**

In May 2014, in an effort to provide support to vulnerable and marginalized women, men, girls and boys and promote a just and equitable society in collaboration with member governments and other stakeholders, the Colombo Plan Council approved the establishment of the Gender Affairs Programme (CPGAP). Accordingly, the CPGAP focuses solely on women and children's rights, issues, and development in Colombo Plan member countries. The CPGAP has two flagship projects in Afghanistan that are implemented through six local partner organizations.

**Purpose:** The Project Manager will be based in Colombo, Sri Lanka and responsible for the management of CPGAP's biggest project based in Afghanistan focused on the protection and access to justice of survivors of gender-based violence and trafficking in persons.

The Project Manager will work under the direct supervision of the CPGAP Deputy Director and overall guidance of the Director CPGAP to ensure the successful implementation of project related. He/she will manage the programme officers and facilitate in the coordination of staff and implementing partner organizations. The Project Manager will represent and uphold the vision, mission and values of the Colombo Plan while engaging with the donor, stakeholders and implementing partners in Afghanistan and Washington D.C.

**Goals and Objectives**

The main objective of this position is to provide professional technical, organizational and supervisory support in the implementation of the project, inclusive of (but not limited to) leading, coordination and development of donor reports. The Project Manager will foster strong communication and synergy among staff, implementing partners, donor and other relevant stakeholders to ensure the project's goals and due deliverables are satisfactorily achieved.

## **Job Duties and Responsibilities**

The Project Manager will be the project lead responsible for managing coordination among all project related staff and implementing partners, in addition to ensuring donor compliance. A clear delineation of the Project Manager's duties and responsibilities are as follows –

- Lead personnel responsible for coordination among staff (field and HQ), implementing partners, donor and other stakeholders.
- Managing project staff (mainly Programme Officers) and overseeing their day-to-day activities.
- Delegating tasks as they arise while leading and providing guidance where needed.
- Managing and overseeing the implementation of all aspects under the projects with field staff and partner agencies ensuring effective implementation (programmatic and financial), monitoring, coordination and reporting at all levels are completed on time and on budget.
- Maintaining direct day to day engagement with the field and HQ staff, undertaking regular calls with field staff to check progress as well as ensure coordination and cohesion within the project as well as project team.
- Coordinating with the Finance department for all the financial related matters of the project and report to CPGAP Deputy Director and Director. Inclusive of preparing annual operational budget and overseeing annual and quarterly budget allocations and burn rates with the Finance team.
- Coordinating with HQ and field staff, implementing agencies, government and other relevant stakeholders, and reporting urgent matter requiring further attention and/or action to CPGAP Deputy Director and Director.
- Upholding donor communication and engagement, updating donor on the project progress as well as other issues raised by the donor.
- Coordinating with M&E Manager to ensure realization of the M&E plan, PMP and data collection protocols, while providing support in the data collection and reporting (inclusive of data analysis).
- Leading and developing all quarter and annual reports related to the project for the donor as per the donor requests, Data Collection Template and PMP.
- Thoroughly reviewing and providing feedback for all implementing partner organizations' reports as well as field monitoring reports.
- Developing the project annual work plan, as well as ensuring individual work plans for project staff are developed, updated and followed.
- Overseeing all documentation and proper filing of the project, as well as checking all compliance under the grants to partners.

- Overseeing and checking the disbursements to partners, expenditure of budgets and ensure cost-effective management of the project.
- Consulting and keeping the Deputy Director and Director informed of all developments and project implementation matters within the project.
- Securing the confidentiality of all interactions and records at all times.

### **Qualifications and Functional Competencies**

- Advance degree in relevant to the field;
- At least 5 years of project management experience and at least 3 years of work experience in gender affairs;
- Knowledge of or work in Afghanistan is preferred;
- Proven experience and technical ability to manage a large project
- Effective interpersonal, management and communication skills proven through successful interaction with stakeholders, including donors, senior government officials, regional/local authorities, and local NGOs/CSOs/communities;
- Demonstrated ability in team management and collaboration;
- English proficiency in speaking, reading and writing;
- Computer literacy;
- Excellent editing and writing skills;
- Experience in working with an intergovernmental organization will be an added qualification;
- Experience working in conflict zones/high security environment preferred.
- Self- driven and results-oriented;
- Problem solving and conflict resolution skills, while keeping Colombo Plan's best interest in mind and the ability to respond quickly and appropriately to resolve issues;
- Conceptual thinking and analytical skills, with a strong eye for detail;
- Computer literacy, e.g. proficiencies with Word, Excel, and Microsoft Project.
- Excellent organizational skills, i.e. ability to multitask as well as effectively allocate resources and meet deadlines in an orderly fashion.

**This appointment will be for a fixed term of One (01) year and dependent on the funding of donor agencies.**

All applicants are requested to submit a cover letter, an unedited writing sample (no more than 500 words), a detailed curriculum vitae, and three references to: [vacancy@colombo-plan.org](mailto:vacancy@colombo-plan.org) not later than 25<sup>th</sup> of February 2022 at 17.00 hours (IST) marked with: "CPGAP Project Manager".