



Vacancy for the Post of Programme Officer- Africa (Local)

COLOMBO PLAN DRUG ADVISORY PROGRAMME

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 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 Colombo Plan Drug Advisory Programme:

Colombo Plan for Cooperative Economic and Social Development in Asia and the Pacific promotes the concepts of self-help and mutual help among its member states. Established in 1951 with seven Commonwealth member countries, the membership today has expanded to 27 states. Recognizing the growing concerns of substance use in the region, Colombo Plan established the Drug Advisory Programme (DAP) in 1973.

Since its inception, DAP continues to address the changing global needs of drug-related issues. As a pioneering intergovernmental organization in drug demand reduction, DAP has significantly contributed to the human resources development, institutional strengthening and establishment of regional networks to support the member and participating countries to respond to an increased level of multi-faceted problems faced by the countries due to illicit drugs. DAP advocates for the use of evidence-based practices in treatment and prevention and empowers SUD professionals through the provision of technical assistance.

Purpose: The Programme Officer will assist in the implementation of DAP activities particularly in Coordinating the DAP Trainings and initiatives in Africa. She will also assist in monitoring the DAP Project Funds and assist in the administration paperwork required in the DAP. The Programme Officer will directly report to the DAP Project Manager for Africa and follow the guidelines and instructions given by the DAP Director.

Job Duties/Main Responsibilities

1. Liaise with the Governments, Foreign missions, International organizations and other specialized agencies on matters related to DAP training;
2. Develop in-depth knowledge of assigned program areas, including collecting statistics, training participants' data and maintain training participant's data base.
3. Develop and maintains adequate resource files for all DAP training programmes.
4. Collect, analyze and present data and information to develop new projects and programmes.
5. Conduct site visits to grantees and potential grantees, and the consequent travel, as an integral part of the position.
6. Monitoring of project funds and preparation of programme budgets when required.

7. Recording, scheduling of trainings events, meetings and briefings relating to DAP.
8. Contribute to the preparation of programme reports and technical reports/papers for DAP initiatives
9. Undertaking activities relating to day to day interpretation, communication of events, activities and processes under the authority of the DAP Director
10. Maintain DAP project files based on DAP filing system.
11. Conduct other duties as and when directed by the Line Manager, DAP Director and Secretary General of the Colombo Plan Secretariat.

Minimum Requirements

- **Education**

An undergraduate University Degree (Bachelor's degree or equivalent) in Psychology, Social Work, Social Sciences, and Behavioral Sciences

- **Work Experience**

A minimum of three years of professional work experience in an administrative capacity and project implementation is required. Work experience in the areas of substance use prevention and SUD treatment is an added advantage.

- **Languages**

Proficiency in both English and French, both spoken and written, is required.

Additional competencies

- Exceptional communication and interpersonal skills
- Ability to understand and adhere to the Colombo Plan and donors' policies and procedures
- Keen attention to detail and ability to solve problems and issues
- Excellent computer literacy including Microsoft office programs
- Proficient in virtual platforms like Zoom, Microsoft Teams, etc.
- Collaborate and a team player
- Able to work independently and remotely with minimal supervision
- Highly motivated and able to manage time effectively
- Reliable and trustworthy
- Ability to prioritize tasks accordingly
- Able to thrive in a high-demand and deadline-driven work environment
- Responds positively to constructive feedback

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 13 May 2024 to vacancies@colombo-plan.org

The email title should clearly mention: Programme Officer- Africa

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