



## VACANCY FOR THE POST OF PROGRAMME MANAGER (TREATMENT)

Training on Universal Curricula in Central Asia

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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. CP is based on the partnership concept for 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 programme is the Drug Advisory Programme (DAP) whom spearheaded drug demand and supply reduction solutions in the region since its inception in 1973. As part of DAP's mandate to identify challenges, opportunities, priorities and needs at sub-regional and global level, stakeholders and focal point meetings are held regularly. This helps DAP establish and maintain constructive working relationships with its implementing partners including NGOs, government representatives, donors and other stakeholders.

**Applications are invited from qualified and experienced personnel from Central Asia for the above home-based position, which meets the required criteria: This hire position is contingent upon donor funding.**

**Purpose:**The Programme Manager has the primary responsibility of ensuring that the objectives of the Dissemination of Universal Treatment Curricula initiatives in Central Asia are achieved within the allotted time frame. The Drug Advisory Programme has successfully achieved its goals in Central Asia regarding the implementation of Substance Use Disorder Treatment activities, including the training of addiction practitioners working with people who use drugs. The Programme Manager will continue to oversee and advance this project.

Under the supervision of the DAP Director, the Programme Manager must effectively assist in the implementation of the projects.

### **Job Duties/Main Responsibilities**

- The Programme Manager will take the lead for overall strategic development, management, implementation, procurement, monitoring and evaluation of the prevention initiatives according to the approved project proposals and donor funding agreements.
- Assists in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility.
- Coordinates internal resources and third party vendors for efficient project execution.

- Manages and foster strategic relationships with development partners, stakeholders, and donors. Liaise with and regularly brief DAP Director, funding and co-operating agencies, and implementing partners. Develop and sustain collaboration with line ministries in Central Asia and other relevant stakeholders.
- Ensures that the activities adhere to CP policies of financial rules and regulations and are implemented on time and within scope.
- Oversees the coordination of activities related to project expenditures and utilization of funds, project and/or budget revisions, preparation and dissemination of work plans, terms of reference and other project related documentation.
- Measure project performance using appropriate tools and techniques.
- Maintain and develop accurate data and information, as well as collect, collate, analyze and report data that is relevant to the project
- Prepare of various written outputs and reports including weekly, quarterly and annual reports in compliance with applicable CP operational rules and regulations.
- Identify problems and issues to be addressed and initiate corrective actions. Provide substantive reviews and quality control and services, and ensure they are carried out to high quality standards.
- Take the lead to make project achievements known and identify areas of new assistance.
- Conduct other duties as and when directed by the DAP Director and Secretary General of the Colombo Plan Secretariat.

#### **Professionalism/Key competencies**

- Has demonstrated professional competence and expert knowledge and understanding of theories, concepts and approaches relevant to project management issues.
- Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- Ability to proactively identify challenges in project implementation and contribute to the solution of issues.
- Possess good analytical, planning, and organizational skills required for the implementation of both long term and short-term assignments.
- Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.
- Ability to manage multiple projects independently with excellent time management skills. Work effectively under pressure, within short time constraints, and during times of rapidly developing events.
- Has knowledge of various research methodologies.
- Fluency in oral and written English.
- Is knowledgeable and respectful of cultural norms.

- Is a team player, establishes and maintains relationships with broad range of people and resolves conflict by pursuing mutually agreeable solutions.
- Is open-minded and constantly seek improvements.

### **Communication**

Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

### **Planning & Organizing**

Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

### **Minimum Requirements**

**Education:** A master's degree in Social Sciences, Management, Business Administration, Psychology and/or Public Health. An undergraduate degree in similar fields and in combination with three additional years of qualifying experience may be accepted in lieu of the advanced university degree.

**Work Experience:** A minimum of five years of professional work experience, including a minimum of three years of work experience directly related to international development, and/or institutional capacity strengthening in conflict states and/or a developing country. Work experience in the areas of substance use prevention and SUD treatment is an added advantage.

**Languages:** For the post advertised, fluency in oral and written English is required. Knowledge of another United Nations language is an advantage.

**Applications (CV and Cover letter) should be sent via email on or before 10 July 2024 to [vacancies@colombo-plan.org](mailto:vacancies@colombo-plan.org)**

**The email title should clearly mention: Programme Manager- Central Asia**

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