



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

COLOMBO PLAN DRUG ADVISORY PROGRAMME

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 international and local personnel for the above post, which meets the required criteria: This hire position is contingent upon donor funding.

Purpose: The Programme Officer has the primary responsibility of supporting the Programme Manager-WLFP in all tasks necessary to successfully implement the projects. Under the supervision of the Programme Manager, the Programme Officer will handle the day-to-day responsibilities of implementation and coordination of project activities with the PA-Bangladesh and the finance department of CPDAP. The Programme Officer will report directly to the Programme Manager-WLFP and indirectly, but regularly, to the DAP Director.

Job Duties/Main Responsibilities

- Provide administrative, logistical and technical support to the Programme Manager in all activities related to programme planning, coordinating, quality assurance and reporting.
- Develop and maintain accurate data and information, and collect, collate, analyse, report data that are relevant to the project.
- Assist all stakeholders and project beneficiaries in planning and scheduling events and meetings.
- Support program evaluation by entering and summarizing webinar, training, and event feedback.

- Support delivery of capacity-building initiatives for project beneficiaries and staff. This includes but is not limited to the following tasks:
 - i. Coordinate requirements for meetings to be conducted by the Program (Invite and confirm attendees, attend to other logistic requirements)
 - ii. Coordinate travel arrangements as required (obtaining approvals, ticket purchasing , airport transfers, visa support letters, hotel accommodation etc.)
 - iii. Liaise with other necessary support service providers when required
 - iv. Complete financial settlements when advances are obtained and coordinate internal reimbursements between Program projects (if multiple funding sources are being used).
 - v. Ensure expenses of the project are compliant with the approved budget in the proposal and prepare required quarterly and annual narrative reports for the project .
- Prepare regular progress reports, capturing achievements, challenges, and lessons learned, for internal and external stakeholders.
- Maintain program documentation, including records, reports, and communication materials.
- Plan and oversee the project budget, ensuring efficient and timely execution of resources.
- Carry out any other responsibilities as assigned by the Programme Manager and DAP Director

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.

- **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 10 July 2024 to vacancies@colombo-plan.org

The email title should clearly mention: Programme Officer-WLFP

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