



## VACANCY FOR THE POST OF DIRECTOR, DAP OFFICE- CHILE

### FIXED TERM CONTRACT

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

#### **Background:**

The Colombo Plan for Cooperative Economic and Social Development in Asia and the Pacific applies the concepts of self-help and mutual help to strengthen the development process in its member countries. Established in 1951 with seven Commonwealth member countries, over the years the Colombo Plan has expanded its membership to 27 countries mainly in the Asia Pacific region. Drawing on more than 60 years of technical cooperation expertise, the Colombo Plan works through a network of national focal points in member and non member countries for effective coordination of its programming.

The Colombo Plan currently implements one of its main programs in Latin America out of its Office in Chile: the Drug Advisory Programme.

Since its inception in 1973, the Drug Advisory Programme (DAP) has made significant contribution in Drug Demand Reduction globally.

DAP Projects in Latin America have been implemented since 2013, and the DAP Office in Chile was established in 2017 to enable greater expansion of programs in the region. DAP provides Universal Treatment Curriculum Training, Universal Prevention Curriculum Training, Master and Regional Trainer programmes and conduct and provide technical and financial support for evaluation and research activities.

#### **Overall Purpose/Role of the Job:**

The Director will be responsible for the overall leadership and strategic management in the DAP Office in Chile. The Director will also be responsible for ensuring the delivery of all DAP initiatives, in line with contractual obligations, local legal requirements and CP's mission and mandate. The Director will be the representative of the DAP to the Chilean Government and other stakeholders in the region.

In addition, the Director is responsible for the oversight of Chile-based DAP staff, successful administration and management of human resources, and finances. The Director has the overall responsibility for the security and wellbeing of staff. The Director will head the operations of the DAP Office Chile. The Director will report to the Director DAP on all program matters and concerns, and the Deputy Director DAP and relevant officer/s of the Colombo Plan Secretariat (CPS) on administrative matters.

## **Job Duties/Main Responsibilities**

### **1. General Management and Leadership**

- 1.1 Ensure all staff understand and carry out their duties in accordance with the Colombo Plan core values and the Code of Conduct.
- 1.2 Ensure all country staff is fully briefed on all aspects of security, social and cultural norms and local conditions and behavior.
- 1.3 Establish and maintain constructive working relationships with the host government, bilateral and multilateral donors, including the military where present and if necessary.
- 1.4 Establish and maintain a network with other International Community members present in the region for possible fundraising.
- 1.5 Ensure compliance with all host country legal, contractual, labor and statutory requirements in program implementation.
- 1.6 Recommend changes to the operations and functioning of the DAP office in Chile to maximize program quality and effectiveness.
- 1.7 Create the conditions to ensure effective teamwork ,morale and wellbeing of staff
- 1.8 Conduct performance appraisals of immediate supervisees and ensure regular feedback and mentoring on individual performance for all DAP office Chile staff.
- 1.9 Ensure the Director and Deputy Director– DAP are kept informed of significant developments related to the DAP office in Chile and programs, and the relevant officers - including the Chief Human Resources Officer (CHRO) and the Head of Finance (HOF) of the CPS - on administrative matters
- 1.10 Promote a productive work environment respectful of the Code of Conduct, with zero tolerance for verbal and physical abuse or discrimination against other persons on the grounds of ethnicity, race, religion, gender, sexual orientation, or disability.

### **2. Programme Management and Implementation**

- 2.1 Ensure that the planning, delivery and evaluation of DAP projects complies with donor expectations and the terms of donor contracts, and that reporting to donors is of the highest standard
- 2.2 Ensure that project monitoring data, processes and reports are regularly reviewed and learnings are shared in a timely manner
- 2.3 Ensure that impact is effectively evaluated and measured to the highest standard in all programmes on a regular basis, and that learning from the data is maximised and new strategies are adopted to increase impact
- 2.4 Ensure that the DAP Office Chile is able to clearly demonstrate the impact of its work through annual impact assessments, and promote and disseminate its impact and learning to partner organisations, participants and stakeholders in consultation with the Director DAP
- 2.5 Using the learning and achievement of projects, develop new project proposals for use in fundraising opportunities, ensuring appropriate stakeholders are involved in the process, along with relevant members of staff, such as project managers, programme officers and others.

### **3. Safety and Security**

- 3.1 The Director will have final and direct responsibility on day today matters of the security management in the DAP Office Chile.
- 3.2 Ensure all staff understands individual and collective responsibilities for personal safety and security.
- 3.3 Monitor the operational environment with respect to increased level of threat and advice the Director DAP and CPS on all related issues in a timely and efficient manner.
- 3.4 Keep the Director DAP, DAP office Chile staff and CPS apprised of changes and threats to the security of staff, assets, and operations in a timely manner.

- 3.5 Assist with the administration, security, and logistics of CP officers as required.
- 3.6 Maintain internal and external contacts with relevant parties and authorities related to security in order to be well informed about security developments at all times.
- 3.7 Monitor the security context of the region to manage and mitigate security risks and ensure safety of all staff including visiting program officers.
- 3.8 Regularly update and implement CPS's security procedures in consultation with CPS security personnel and security contractors in Chile
- 3.9 Ensure the safety of all visitors (local and foreign) to DAP office Chile and provide necessary assistance.

#### **4. Human Resources**

- 4.1 Assist the recruitment of local staff as necessary, in consultation with the Director and Deputy Director DAP and CPS HR.
- 4.2 Monitor ongoing human resource issues or grievances and make recommendations and adjustments as needed in coordination with the Director DAP, Deputy Director DAP and CHRO.
- 4.3 Ensure all DAP Office Chile staff receives thorough onboarding briefings and information on good governance, moral conduct, and confidentiality of information.
- 4.4 Carry out the security vetting for all locally recruited staff.

#### **5. Assessment, Programme Design and Planning**

- 5.1 Oversee the development and management of a Country Strategic Plan, in close collaboration with the Director DAP and DAP Office Chile staff.
- 5.2 Provide support and direction for implementation and follow-up of work plans and time frames for all DAP Office Chile project activities
- 5.3 Coordinate and develop DAP project implementation plans and budgets within the framework of agreed program strategy, in collaboration with relevant program staff and consultation with the Director DAP.
- 5.4 Assist and advise relevant program staff and Director DAP in assessment of program effectiveness in Latin American related projects and establish mechanisms to ensure effective program planning and implementation in compliance with donors' program guidelines.
- 5.5 Assist the Director DAP in project design and proposal preparations for Latin America-centered DAP programs to secure donor funding.
- 5.6 Produce DAP Office Chile annual plans, programme dissemination strategies by country and calendar of training activities and reports.

#### **6. Public Relations / Media**

- 6.1 Support the donor and Director DAP by guiding program officers to ensure positive coverage and timely provision of advice and guidance to enhance the public image and relations for all program initiatives.
- 6.2 Ensure all information, publicity, and fundraising material recognizes the sensitive and confidential nature of CP activities and is respectful of regional cultural nuances.

#### **7. Logistical Management**

- 7.1 Manage and provide efficient logistical support to all program related activities and program officers
- 7.2 Ensure efficient deployment of logistical support to all concerned stakeholders.

#### **8. Financial Management, Planning and Fund Raising**

- 8.1 Overall responsibility for in country financial management and reporting and a joint signatory for the bank accounts of CP

- 8.2 Ensure the financial management of the DAP office Chile, including accountability and transparency at every level, and that all DAP Office Chile staff are fully aware and able to comply with CP Financial Guidelines, procedures, policies and practices
- 8.3 Develop and complete funding proposals in coordination with the Director and Deputy Director DAP and maintain active donor relations in the Latin American region for continued funding
- 8.4 Maintain efficient financial controls, accountability standards, procedures, and records in accordance with CP Financial Guidelines, policies and practices. Assess efficiency and effectiveness of financial controls, accountability standards, procedures, and records in a periodic manner and initiate necessary action
- 8.5 Support the Director and Deputy Director DAP and finance personnel to prepare budgets and monitor budget-spending.

#### **9. Communications**

- 9.1 Ensure secure and reliable communications/ information management facilities are established and maintained in the DAP office Chile and brief all staff of proper communication standards, practices in a periodic manner
- 9.2 Ensure all staff is familiar with usage, procedures and relevant communications protocols.

#### **10. Maintain network of contacts and representation**

- 10.1 Collaborate and consult extensively with local and central authorities, international organizations (IO) and local communities.
- 10.2 Ensure appropriate communications, information exchange, and sharing with local partners and CPS
- 10.3 Represent DAP in official functions, events, conferences, meetings and coordination platforms in Chile and other regions in Latin America.

#### **Qualifications and Experience**

University degree in international relations, development, law, public administration, business administration, medicine, social sciences or other relevant DAP required. Advanced degree preferred;

Manager with more than 15 years of progressively responsible experience in diplomacy, international development, public administration, and/or NGO or business management and administration, including strong leadership skills;

Experience supervising small to medium teams of 7 or more staff;

Knowledge of financial management and budgeting;

Speak fluently and write proficiently in English and Spanish; fluency in other regional languages such as Portuguese would be an added advantage;

Experienced in mobilizing external funding for programs;

Prior experience working in a Latin America or a developing country preferred. Willingness to live and work in Chile required;

Knowledge of gender mainstreaming, child protection, and gender-responsive budgeting preferred;

**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 20 April 2018 to [vacancy@colomboplan.org](mailto:vacancy@colomboplan.org)**

**The email title should clearly mention: Director, DAP Office- Chile**  
Only short-listed candidates will be contacted for the interview