



Vacancy for the Post of Deputy Director

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 International and local personnel for the above position, based in Colombo, which meets the required criteria.**

Background of the Colombo Plan Drug Advisory Programme:

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 and supply reduction, DAP has significantly contributed to the human resources development on Drug Demand Reduction(DDR), 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. On Drug Supply Reduction (DSR), DAP promotes advanced training and technical assistance to counter the global challenge of synthetic drugs and national/regional drug epidemics by: upgrading the technology, equipment, analytical techniques of forensic drug testing labs, public health clinics, hospital emergency rooms, medical examiners/coroners, etc., improving a country's capability to detect and immobilize clandestine drug production facilities; organizing/supporting global networks of counter narcotics law enforcement officers, forensic chemists, etc.

DAP is the lead agency of US State Department funded Curriculum Development on Drug Demand Reduction and training dissemination. DAP has disseminated the Universal Treatment Curriculum (UTC), Universal Prevention Curriculum (UPC), Universal Recovery Curriculum (URC), Child Intervention for Living Drug Free (CHILD), Developing Community Based Support System, and Rural Based Prevention and Treatment in 80 countries and continue to disseminate these curricula across six continents. DAP is also a world leading organization in identifying causes behind drug epidemics and fatal overdose, identifying new and emerging drug trends, developing technology to better detect and analyze complex drug mixtures, trace elements in a drug sample, complex synthetic drugs, unknown substances appearing for the first time, emerging toxic adulterants, issuance of timely public health alerts, etc.

Overall Function :

The Deputy Director will be responsible for supporting the DAP Director in ensuring that the deliverables and objectives of DDR and DSR projects are met in an efficient, effective, timely and financially prudent manner as well as assisting DAP Director on strategic management and development of DDR and DSR related activities. The Deputy Director will be also responsible for supporting the DAP Director in conducting day-to-day operations of the Drug Advisory Programme.

He/She will maintain oversight and guide the project managers/project officers in the work assignments in their respective regions.

The Deputy Director will report to DAP Director. The Deputy Director will assist the Director in undertaking the following

Functions:

A. Project Management

Responsible for managing the projects, including budget, its activities and personnel, and providing expert technical oversight and quality assurance of all aspects of the project.

- a) Provide necessary supervision for project staff in their work and monitor their attendance.
- b) Consider contracting qualified consultants to work on projects as appropriate
- c) Ensure that all project personnel and external consultants are properly briefed on project and expectations/objectives related to their positions.
- d) Execute projects according to project plan. Support and guide the Project Managers/project officers in producing annual plans and reports.
- e) Ensure that all project information is appropriately documented and secured.
- f) Monitor progress of projects and make adjustments necessary to ensure successful completion of the projects.
- g) Review quality of work completed by project team on a regular basis to ensure that it meets project standards.
- h) Review programme proposals developed by project staffs and technical reports.
- i) Set up mechanism for project staffs to ensure timely project and financial reporting to INL through submission of required reports detailing the project's progress. Make sure that reporting includes, at minimum, completed and planned activities, concept notes, strategy papers, post-meeting and post-training reports, project accomplishments, challenges, proposed solutions, adherence to budget, administrative issues, and photographs of project-related activities.
- j) Oversee the management of all project funds according to established accounting policies and procedures
- k) Ensure that all financial records for all projects are up to date.
- l) Ensure the on time data entry of the donor's required online reports/statistics as required by the project documentation
- m) Ensure that the project deliverables are on time, within budget timeframe and at the required level of quality, and ensure the effective implementation of training as required by the project.
- n) Evaluate the outcomes of the projects, with project staffs, as established during the planning phase

B. Administrative Functions

Oversee the subject matter expertise and guidance during all stages of curricula development and throughout the subsequent curricula trainings to international beneficiaries and stakeholders as follows:

- a) Contribute technical expertise on treatment and prevention of substance use in discussion with stakeholders, experts, donors and DAP Director with familiarity of detailed, multi-disciplinary information in the area.
- b) Maintain subject matter expertise of drug situations in countries selected for implementation of programme and provide necessary input on relevant drug situations to DAP Director, donors and subject matter experts.

- c) Provide concept notes and technical reports on addiction related topics or specific country-related drug situations as requested by DAP Director.
- d) Provide supervision and oversight for training dissemination by monitoring the planning and implementation of training activities
- e) Oversee scheduling of training programmes, allocation of trainers and timely submission of reports, reviews and settlements.
- f) Review work completed by regional training project managers and officers to ensure it meets project standards.
- g) Conduct Internal coordination with Project Managers/project officers to oversee achievement of project deliverables.
- h) Ensure that Project Managers/project officers maintain adequate monitoring, reporting and streamlining all program related activities in accordance with the donor prescribed standards and in line with the organization policies and procedures.

C. Financial Management

- a) Establish high level of financial governance and integrity.
- b) Maintain efficient financial controls, accountability standards, procedures and records.
- c) Provide oversight for budget and financial management of projects in accordance to Colombo Plan financial regulations and donor prescribed standards.
- d) Oversee the periodical Budget Variance Analysis of the project budgets
- d) Oversee development of contracts and agreements with partner organizations.
- e) Oversee the fulfillment and contractual obligations of all narrative and financial reporting requirement.
- f) Prepare budget, monitor budget-spending, and in consultation with the DAP Director take appropriate action concerning deficiencies or surpluses.

D. Coordination and Human Resource Management

Ensure that program support functions are established and maintained in accordance with policies and procedures.

- a) Monitor adherence to administrative guidelines and organizational line of authority.
- b) Assist the DAP Director in conducting performance appraisals of DAP staff and provide feedback on individual performance.
- c) Assist the DAP Director in recruitment of DAP staff, fill up necessary vacancies.
- d) Assist the DAP Director in creating and revising DAP staff TOR.
- e) Ensure staff are thoroughly oriented on HR policies and ensure that they carry out their duties in accordance to the Colombo Plan code of conduct and regular timesheet reporting
- f) Assist the DAP Director in conducting performance appraisals of DAP staff and provide feedback on individual performance.
- g) Periodically review performance appraisal instrument and recommend changes whenever necessary.
- h) Ensure compliance with all host country legal, contractual, labor and statutory requirements in program implementation.
- i) Monitor ongoing human resources issues and ensure staff disciplinary based on the organization policies and procedures.
- j) Ensure all staff understands individual and collective responsibilities for personal safety and security.
- k) Advise DAP Director of changes and threats to the security of staff, assets and operations in a timely manner.
- l) Perform other duties as assigned by DAP Director.

Key Competencies :

1. Has demonstrated professional competence and expert knowledge and understanding of theories, concepts and approaches relevant to project management issues.
2. Has professional background related to strategies development, risk management, project management, planning, monitoring and evaluation.
3. Has experiences on project financial management with international organizations, ability to identify priority activities and assignments, adjusts priorities as required by donors, allocates appropriate amount of time and resources for completing work, foresees risks or SWOT analysis for contingencies when planning, monitors and adjust plans and actions as necessary.
4. Ability to proactively identify challenges in project implementation and contribute to the solution of issues.
5. Possess good analytical, planning, and organizational skills required for the implementation of both long term and short-term assignments.
6. 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.
7. 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.
8. Demonstrates ability to manage tasks independently with little or no oversight.
9. Possesses interpersonal skills that will promote team camaraderie and boost staff morale.
10. Be knowledgeable and respectful of cultural norms and performs as a team player, establishes and maintain relationships with broad range of people and resolves conflict by pursuing mutually agreeable solutions.

Minimum Qualification :

The Deputy Director will be an independent professional with extensive project management experience, capacity for supervision and with excellent reporting skills.

Experience should include activities demonstrating the skills of coordinating and managing the work of DAP staff.

Education:

An advanced-level degree in any of the following fields: Criminal Justice, Management, Business Administration, international Affairs, Public Health, and Social Sciences.

Work Experience:

1. At least 10 years experience in criminal justice, public health, demand reduction or counter-narcotics fields, 5 years of which include project implementation and monitoring and at least 2 years at top or senior management level
2. Experience in international cooperation is an advantage.
3. Experience in project financial management is an advantage

Languages:

Fluency in oral and written English is required

Others:

Proficiency in using basic office computer programs, including Microsoft Word, Excel and Power Point

Adequate knowledge on basic social media platform

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 May 2024 to vacancies@colombo-plan.org

The email title should clearly mention: Deputy Director-DAP

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