



## Vacancy for the Programme Officer- Philippines

### COLOMBO PLAN DRUG ADVISORY PROGRAMME

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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 Philippines, 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 (PO) has the primary responsibility of supporting the Programme Manager (PM) in all tasks to successfully implement the projects in the Philippines. Under the supervision of the PM, the PO will handle the day-to-day responsibilities of implementation.

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

##### Learning

- Develop in-depth knowledge of project and project administrative tasks
- Understand the policies and procedures enforced by The Colombo Plan – DAP and donors

##### Administrative Tasks

- Work collaboratively with the project manager and the team to maximize productivity and efficiency
- Collaborate with the project team and contribute to the project lifecycle
- Organize and monitor schedules
- Meet deadlines accordingly
- Coordinate efforts within the team and other stakeholders involved in project implementation
- Sets up and navigates virtual platforms for online meetings and events
- Complete any other administrative tasks as deemed necessary
- Assist in executing project activities

### Monitoring and Reporting

- Assist in the preparation of project reports and other forms of documentation as required

### Communications

- Report and document updates to the project manager and other officers involved
- Build effective relationships between and among the team and stakeholders
- Communicate with stakeholders effectively with regards to policies and procedures accordingly

### 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**

Fluency in English both in oral and in written form 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](mailto:vacancies@colombo-plan.org)**

**The email title should clearly mention: Programme Officer- Philippines**

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