



# THE COLOMBO PLAN

For Co-operative Economic and Social Development in Asia and the Pacific

CP/Sec/35/2015

11<sup>th</sup> May, 2015

## To Council Representatives and all Member Governments

### **Request for Nominations for the Post of Director, Drug Advisory Programme**

-----

Member Governments are invited to nominate suitably qualified candidates for the position of Director, Drug Advisory Programme (DAP) at the Colombo Plan Secretariat which will be falling vacant in September, 2015. Short-listed candidates will be required to attend an interview in Colombo, Sri Lanka.

The requirements for this post as criteria/guide are given below:

- (a) An Officer with 10 years experience in the field of drug control and especially pertaining to drug demand and supply reduction, including supervisory, project management and training responsibilities;
- (b) aged 40 years and above;
- (c) possesses at least either a first degree in medicine, psychology, public health, medical science, social sciences or drug-related fields, particularly drug demand and supply reduction;
- (d) speak fluently and write proficiently in English;
- (e) experienced in mobilizing external funding for programmes designed to reduce the supply and demand of drugs;
- (f) proficient in using computers in daily work; and
- (g) knowledge and experience in project management;
- (h) the officer can be from the National Drug Focal Points and drug related agencies such as, Ministry of Health, Social Welfare or NGO endorsed by the respective governments.

In addition, the candidate should possess the following:

- (a) clearly demonstrate that he/she is knowledgeable on drug related policies, strategies and programmes, particularly on drug demand and supply reduction;
- (b) able to formulate project proposals to be submitted to member countries and funding agencies for financing;
- (c) experienced in policy development, planning and development of programmes at national, sub-regional and regional levels directed along the lines that serve the interests of member governments;
- (d) good management and interpersonal skills that would be essential to implement all DAP's global, regional and national seminars, workshops and other activities;
- (e) ability to foster collaboration between the DAP and member governments, the relevant UN bodies, international and regional organizations such as ASEAN (Association for South-East Asian Nations) and SAARC (South Asian Association for Regional Cooperation) and NGOs in the field of drug and substance abuse;
- (f) experienced in working in multi-cultural environments;
- (g) ability to travel frequently to conduct activities in Asia region; (including Afghanistan and Pakistan); and
- (h) is familiar with the Colombo Plan region.

The Terms of Reference pertaining to the post is given in **Annex 1**.

According to the Constitution of the Colombo Plan – Chapter VII – Article 5 “Appointments of international officers shall be for a period of four years and shall not generally be extended further”. However, initially the tenure of office will be for a period of two years, which may be extended by the Colombo Plan Council on the recommendation of the Secretary-General by not more than one year at a time.

The salary is negotiable based on qualifications and experience. Benefits such as education, medical, furnished and living allowances are stipulated in **Annex II**.

The terms and conditions of service pertaining to International Officers as stated in the Rules and Regulations of the Colombo Plan Council and the Colombo Plan Secretariat, are also set out in **Annex II**.

Each nomination should be accompanied by a detailed curriculum vitae including date of birth, nationality, educational qualifications, summary of professional skills and/or expertise, relevant work experience and languages spoken. An indication should also be given of when the candidate would be free to commence work at the Colombo Plan Secretariat, if selected. A certificate of medical fitness should be submitted in the form given in **Annex III**.

Any member government submitting more than one nomination is required to prioritize the nominees. Member governments are requested to ensure that their candidates meet the required qualifications and experience. Member governments should consider encouraging women candidates to apply.

All nominations should be forwarded through the Colombo Plan National Focal Point in the respective member country to:

Mr. Kinley Dorji  
Secretary-General  
Colombo Plan Secretariat  
31, Wijerama Mawatha  
Colombo 7  
Sri Lanka

Tel : 0094 11 2684188  
Fax : 0094 11 2684386  
E-mail : arundathy.gunawardena@colomboplan.org

As in the case of other Colombo Plan Secretariat appointments, it is assumed that nominating member governments would be prepared to arrange for a candidate's assignment to the Colombo Plan Secretariat without prejudice to any rights, he/she may have acquired under welfare and/or superannuation schemes. The Colombo Plan Secretariat does not contribute to any such schemes of which its international officers may have been members.

**The closing date for nominations will be 15 June, 2015.**

  
Kinley Dorji  
Secretary-General

**Terms of Reference**

<b>Posting Title</b>	<b>: Director</b>
<b>Division</b>	<b>: Drug Advisory Programme</b>
<b>Duty Station</b>	<b>: Colombo, Sri Lanka</b>
<b>Posting Period</b>	<b>: September 2015 – August 2017</b>
<b>Position Number</b>	<b>: 002/CPDAP-CPS/2015</b>

**1. Organization 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 and its current membership stands at 27 comprising countries not only of the Commonwealth in the Asia Pacific region but also countries belonging to regional groupings such as ASEAN and SAARC. Drawing on more than 60 years of technical cooperation expertise, the Colombo Plan works through its network of national focal points in member countries for effective coordination of its training programmes.

Asia and the Pacific region are responsible for large share of the global production, trafficking and abuse of illicit drugs, with areas designated as golden triangle and golden crescent. The positioning of Drug Advisory Programme (CPDAP) in the Colombo Plan in 1973 has therefore being a strategic direction. Since its establishment, the CPDAP has significantly contributed to the human resources development, institutional strengthening and establishment of regional networks to support the member countries to response to increased level of multi-faceted problems faced by the member countries due to illicit drugs.

**2. Overall Purpose/Role of the Job**

The Director is responsible for the overall leadership, strategic management and development of all activities within the DAP department of the Colombo Plan Secretariat. The Director will also be responsible for guiding program officers in delivery of all programs, in line with contractual obligations, local legal requirements and CP's mission and mandate. In addition, the Director is responsible for the quality and effectiveness of program implementation, efficiency of program officers within his/her designated area of responsibility and effectively manage program budgets and CPDAP finances. The Director has the overall responsibility for the security and well being of CPDAP staff.

### **3. Responsibilities**

#### **3.1. Assessment, Program Design, Planning and Support**

- Identify challenges, opportunities, priorities and needs for the development and implementation of CPDAP initiatives and projects at global, sub-regional and national level.
- Facilitate capacity building and lead and lead delivery programme and projects at global, sub-regional and national level.
- Coordinate the development of all project implementation plans and budgets within the framework of agreed program strategy, in consultation with the Secretary-General.
- Assess the program effectiveness in all projects and establish mechanisms to ensure effective program planning, designing and smooth implementation in commensurate with donors program guidelines for all programs.
- Oversee project design and proposal preparations for all programs to secure donor funding.
- Overall and final responsibility for the supervision and management of specific programs
- Provide support and direction for implementation and follow-up of work plans and log frames for all project activities.
- Responsible for providing overall oversight for the monitoring and evaluation of programs
- Overall responsibility for budget and financial management of programs and projects
- Oversee the fulfillment and contractual obligations of all narrative and financial reporting requirements.
- Produce annual plans and reports
- Ensure that program support functions are established and maintained in accordance with policies and procedures
- Ensure compliance with all host country legal, contractual, labor and statutory requirements in program implementation
- Any other duties as required

#### **3.2. Program Management and Implementation**

- Maintain ongoing surveillance of all programs/projects and activities
- Ensure adequate monitoring, reporting and streamlining all program/project related activities in accordance with the donor prescribed standards
- Ensure that different projects activities are implemented in a coordinated and integrated manner
- Build and coordinate on strategic partnership on programme and projects with CPDAP Focal Point in each member states, UN Agencies and other stakeholders within the country.
- Facilitate inter – regional cooperation, south south cooperation and triangular cooperation amongst CP member state

#### **3.3. General Management and Leadership**

- Oversee management and administrative service of CPDAP to ensure cost effectiveness of CPDAP operation.
- Ensure all departmental staff are fully briefed on all aspects of security, social and cultural norms and local conditions and behavior

- Establish and maintain constructive working relationships with other NGO's, host government, bilateral and multilateral donors, and other principle stakeholders
- Recommend changes to the Secretary-General of the team composition and functioning of DAP department to maximize program quality and effectiveness
- Create the conditions to ensure effective teamwork and morale. Ensure staff well being is addressed.
- Conduct performance appraisals of departmental staff if and as required, ensure regular feedback and mentoring on individual performance
- Ensure Secretary General is informed about assessment progress, implementation and strategies, project plans, progress reports, and other significant developments related to the programs
- 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 race, color, sex or creed.
- Ensure all program officers understand and carry out their duties in accordance with the Colombo Plan core values and the Code of Conduct
- Maintain departmental discipline and ensure strict administrative guideline and monitoring to establish good conduct of all employees

#### **3.4. Human Resources**

- Responsible for the overall management and performance of DAP staff as per the guidelines
- Oversee the recruitment of local/international staff to DAP as necessary, in consultation with the Secretary-General and HR Officer
- Monitor ongoing human resources issues, grievances and make recommendations and adjustments accordingly and keep Secretary-General and administration informed in a timely manner
- Ensure all staff receive thorough briefings and information of good governance, moral conduct, confidentiality of information and responsibilities entrusted on them
- In liaison with the administration, to make sure staff have suitable rest, relaxation and that well being is addressed
- Ensure balanced staff responsibilities in order to avoid overload and/or burn out.

#### **3.5. Public Relations /Media**

- Support and guide the program officers to ensure positive coverage and timely provision of advices and guidance to enhance wider public image and relations for all program initiatives
- Ensure all information, publicity and fundraising material recognizes and respects the dignity of the organization and its code of practice

#### **3.6. Safety and Security**

- Ensure all staff understands individual and collective responsibilities for personal safety and security
- Monitor the operational program environment with respect to increased level of threat and inform the Secretary-General on all related issues in a timely and efficient manner
- Keep the Secretary-General and the administration advised of changes and threats to the security of staff, assets and operations in a timely manner

- 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
- Regularly update and implement security procedures to ensure safety of the staff

### **3.7. Logistics Management**

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

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

- Responsible for fundraising from bilateral and multilateral donors at global, sub-regional and national level for scaling up DAP initiatives in the region
- Actively pursues, develops and maintains donor relations for continued funding
- Develops DAP programs through pro-active donor engagement, project design and proposal development
- Responsible for the development and completion of funding proposals
- Maintain efficient financial controls, accountability standards, procedures and records and assess in a periodic manner and initiate necessary action
- Establish high level of financial governance and integrity
- Prepare budget and monitor budget-spending; take appropriate action concerning budget/spending deficiencies or surpluses

### **3.9. Communications**

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

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

- Extensive collaboration and consultation with local and central authorities, INGOs, national NGOs and local communities
- Ensure appropriate communications, information exchange and sharing with local partners and within the Secretariat
- Share project 'lessons learned', support communication activities, field visits, etc with implementing partners.

### **3.11 Reporting**

- The Director reports to the Secretary General

**TERMS OF SERVICE FOR INTERNATIONAL OFFICERS**

**11. Terms of Service:**

- (a) An officer's appointment shall date from the day on which he leaves his last duty station to come to Colombo, and his salary (including overseas allowance, if any) is payable from that date, provided that his salary is not payable for any periods of leave taken in the course of his journey to Colombo.
- (b) The approved term of service as laid down in the Constitution will be deemed to commence from the date of the officer's departure from his last duty station or normal place of residence to come to Colombo and will exclude travel time on transfer from Colombo and any accumulated leave taken at the end of his term of service.
- (c) The terms of office of the Secretary-General and his successor may overlap for a period not exceeding four weeks plus travel time and accumulated leave; the terms of office of the other international officers may overlap for a period not exceeding two weeks plus travel time and accumulated leave. To provide for periods of overlap or to enable the change-over to take place at the most suitable time of the year, the Council may make small extensions to the terms of contract of the officers concerned subject to the provisions of Article 5 of Chapter VII of the Constitution.

**12. Resignation:**

If an officer is withdrawn by his Government or resigns, three months' written notice shall ordinarily be given to the Council. The Council may, however, accept resignation on shorter notice. For an officer who stays for less than the term of his original contract, or of his extended contract if he has taken advantage of the provision of home leave (Rule 28), payment of the cost of return travel to the officer's normal place of residence shall be at the discretion of the Council.

13. **Transport of Officer and Family:**

- (a) The Council will pay the cost of economy class air passage, or the equivalent by any other means of transport, to Colombo from his normal place of residence or last duty station and back to his normal place of residence for an officer, the spouse and dependent children (including step-children and legally adopted children). The term "dependent children" covers those who are under 21 years of age and above on first arrival in Sri Lanka and unmarried and who, it is intended will reside in Sri Lanka during the officer's term of duty. A son or daughter of 21 years of age and above may also be considered dependent for travel purposes if physically disabled or mentally retarded.
- (b) In the case of a dependent child receiving full-time education outside Sri Lanka, the Council will pay the cost of one economy class return air fare between the officer's normal place of residence and Colombo once in every twelve months except in the twelve month period in which an officer has home leave.

14. **Shipment of Car:**

The Council will pay the cost of shipment of an officer's car from his normal place of residence or last duty station to Colombo and back to his normal place of residence.

15. **Loans:**

The Secretariat may advance a loan repayable in equal monthly instalments over a period of upto 20 months at an interest rate of six percent per annum to an international officer for the purpose of purchasing one car for use during his term of duty provided the officer has not already taken advantage of the benefit under Rule 14.

16. **Relocation Allowance:**

On the Officer's first appointment and on his return to his normal place of residence, the Council will pay actual expenses for household and personal effects upto a maximum stated below by the most economical means of transportation.

Air baggage accompanied	-	30 kilos per person;
Air freight	-	45 kilos per person;
Surface freight (for Secretary-General)	-	3000 kilos per family or 660 cubic feet per family or one 20 ft. container per family;
(for other International officers)	-	2000 kilos per family or 440 cubic feet per family or one half of a 20 ft. container per family.

