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அரசாங்க நிர்வாக மற்றும் உள்ளாட்டலுவல்கள் அமைச்சு
Ministry of Public Administration and Home Affairs

නිදහස් වතුරය, කොළඹ 07 சுதந்திர சதுக்கம், கொழும்பு 07. Independence Square, Colombo 07.

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All District Secretaries


Requesting for Nominations for the Post of Deputy Programme Director (Afghanistan)

Secretary General of the Colombo Plan Secretariat has invited nominations from qualified officials for the Post of Deputy Programme Director (Afghanistan). The details of the above vacancy can be downloaded from the Ministry website of www.pubad.gov.lk

The deadline for the application is 31st May 2013.

It would be appreciated if this information could be disseminated among interested officers in your District and encourage them to submit applications to this Ministry with your recommendation.

Your Cooperation in this regard is highly appreciated.


K.G.I.S. Gallage
Assistant Secretary (Human Resources)
For Secretary

Sgd by: K.V.P.M.J. Gamage
Senior Assistant Secretary
(Internal Administration)



THE COLOMBO PLAN

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

C 13/8

7 May 2013

To : Council Representatives and all Member Governments

Request for Nominations for the Post of Programme Director (Afghanistan)

Member Governments are invited to nominate suitably qualified candidates for the position of Programme Director (Afghanistan) of the Colombo Plan. Short listed candidates will be interviewed.

The detailed job description pertaining to the post is set out in **Annex 1**.

Initially the appointment will be for a period of one year, which is renewable based on satisfactory performances. However, the maximum period of assignment will be four years according to the Constitution of the Colombo Plan.

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 if selected. A certificate of medical fitness should be submitted in the form given at **Annex II**.

Any member government submitting more than one nomination is required to prioritise 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 focal point in the respective member country to:

Adam Maniku
Secretary-General
Colombo Plan Secretariat
P.O. Box 596
No.31, Wijerama Mawatha
Colombo 7, Sri Lanka

Public Ad
President

THE COLOMBO PLAN

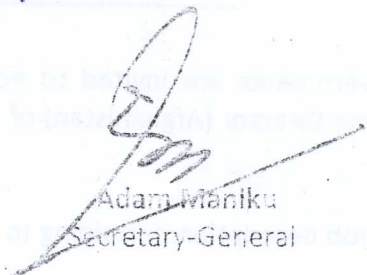
for Co-ordinated Economic and Social Development in Asia and the Pacific



Fax 0094 11 2684386
e-mail adam.maniku@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 31 May 2013.



Adam Maniku
Secretary-General

Terms of Reference

Programme Director – (Afghanistan)

1. 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 become a strategic direction with a unique vision. 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.

Since 2003, CPDAP is implementing a special programme in Afghanistan, responding to the shift of main drug production from south East Asian region to Afghanistan. Responding to the alarming increases of opium production and illicit drug consumption, the CPDAP intensified its programme activities in Afghanistan in 2011, by adding number of new initiatives such as vocational training for recovering addicts and research on drug prevalence among children, mobile exhibition on drug prevention and increased level of support to improve treatment facilities at village level.

2. Overall Purpose/Role of the Job

The Programme Director (PD) will be responsible for the overall leadership, strategic management and development of all activities in the Afghanistan field office of the Colombo Plan Secretariat (CPS). The Programme Director will also be responsible for leading the delivery of all Afghan programs, in line with contractual obligations, local legal requirements and CP's mission and mandate.

In addition, the PD is responsible for the quality and effectiveness of program implementation, efficiency of program officers within his designated area of responsibility and effectively manage program budgets and office finances. The Programme Director has the overall responsibility for the security and well being of staff.

The Programme Director will head the operations of the Afghan field office and report to the Secretary General of the CPS.

3. Responsibilities and Tasks

3.1 Assessment, Program Design and Planning and Support

- Coordinate the development of all project implementation plans and budgets within the framework of agreed program strategy, in consultation with Director DAP.
- Assist and advise the Director DAP in assessment of program effectiveness in all Afghan centered projects and establish mechanisms to ensure effective program planning, designing and smooth implementation in commensurate with donors program guidelines for all Afghanistan programs.
- Oversee project design and proposal preparations for all Afghan centered programs to secure donor funding.
- Overall and final responsibility for the supervision and management of the Afghan country 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
- Oversee the fulfillment and contractual obligations of all narrative and financial reporting requirements.
- Oversee the development and management of a Country Strategic Plan, in close collaboration with headquarters and field staff
- Produce annual plans and reports
- Ensure that program support functions are established and maintained in accordance with Colombo Plan headquarters' 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 Afghan centered programs and activities
- Ensure adequate monitoring, reporting and streamlining all program related activities in accordance with the donor prescribed standards
- Ensure that different sectoral activities are implemented in a coordinated and integrated manner
- Ensure all program officers understand and carry out their duties in accordance with the Colombo Plan core values and the Code of Conduct

3.3 General Management and Leadership

- Ensure all country 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 including the military where present and if necessary
- Establish and maintain a network with other International Community present in Afghanistan for possible fundraising
- Recommend changes to the team composition and functioning of field office 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 field staff if and as required, ensure regular feedback and mentoring on individual performance
- Ensure Secretary General, Director Drug Advisory Programme and the Chief Administrative Officer of the Colombo Plan Headquarter are kept informed about assessment progress, implementation and strategies, project plans, progress reports, and other significant developments related to the field office and 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.

3.4 Human Resources

- Responsible for the overall management and performance of CPS staff in Afghanistan
- Oversee the recruitment of local staff as necessary, in consultation with Colombo Plan HQ
- Monitor ongoing human resources issues, grievances and make recommendations and adjustments accordingly and keep Colombo Plan HQ informed
- Ensure all staff receive thorough briefings and information of good governance, moral conduct, confidentiality of information
- In liaison with the CPHQ 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 the Director DAP and donors 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 locality.

3.6 Safety and Security

- Ensure all staff understands individual and collective responsibilities for personal safety and security
- Monitor the operational environment with respect to increased level of threat and advise the Director and CPHQ on all related issues in a timely and efficient manner
- Keep the CPHQ and field office advised of changes and threats to the security of staff, assets and operations in a timely manner
- Assist with the administration, security and logistics of Colombo Plan Secretariat officers as required
- 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
- Final and direct responsibility for security management
- Monitor the security context of the country to manage and mitigate security risks and ensure safety of all staff including visiting program officers
- Regularly update and implement CPS's security procedures
- Ensure the safety all visitors (local and foreign) to the Afghanistan field office and provide necessary assistance

3.7 Logistics Management

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

3.8 Financial Management, Planning and Fund Raising

- Responsible for in-country fundraising with institutional donors to ensure the sustainability and expansion of CPS operations and programs in Afghanistan
- Actively pursues, develops and maintains donor relations for continued funding
- Develops CPS's program through pro-active donor engagement, project design and proposal development
- Responsible for the development and completion of funding proposals
- Overall responsibility for in-country financial management, including reporting to headquarters
- 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 country office 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 with headquarters.
- Share project 'lessons learned', support communication activities, field visits, etc. Represent CPS in meetings and coordination platforms in Kabul and other provinces in Afghanistan

3.11 Key Internal Contacts

- Secretary-General, Director DAP, Chief Administrative Officer/CPS, Chief Officer/Kabul field office, and Finance Controller/DAP

3.12 Key External Contacts

- Ministry of Counter Narcotics (MCN), MOFA –Afghanistan, US Embassy & INL Office Kabul, Other NGO's, UN agencies, host government, bilateral and multilateral donors, and other principle stakeholders

3.13 Reporting

- The Programme Director reports to the Secretary General of the CPS

4. Qualifications and Experience

- (a) an experienced Manager with more than 10 years in the field of business administration, management, including good leadership and supervisory skills Management, project Management; PMP qualifications would be an advantage
- (b) speak fluently and write proficiently in English ; fluency in local languages such as Dari and Pashtu would be an added advantage
- (c) experienced in mobilizing external funding for programs
- (d) proficiency in ICT
- (e) Knowledge and experience in the field of Human Resource Development, particularly designing training curriculums, conducting and evaluation training programs

5. Salary

Negotiable

Certificate of Fitness

I have examined the medical certificate and x-ray report provided by (attach the medical certificate) which states that he/she is medically fit and free from any infectious disease and that having regard to his/her physical and mental history there is no reason to suppose that the nominee is other than fit to undertake the assignment of Director, Programme for Private Sector Development/Public Administration and Environment of the Colombo Plan Secretariat.

Signed

Rank or Title

For Government of

Date :