



VACANCY FOR THE POST OF PROGRAMME ASSISTANT
Home Based (Bangladesh)

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 28 countries in the Asia-Pacific and South America regions. CP is based on the partnership concept for self-help and mutual help in the development process with the focal areas being, human resource development and south-south cooperation. One of CP's permanent programme is the Drug Advisory Programme (DAP) whom spearheaded drug demand and supply reduction solutions in the region since its inception in 1973. As part of DAP's mandate to identify challenges, opportunities, priorities and needs at sub-regional and global level, stakeholders and focal point meetings are held regularly. This helps DAP establish and maintain constructive working relationships with its implementing partners including NGOs, government representatives, donors and other stakeholders.

Applications are invited from qualified and experienced international and local personnel for the above home-based post in Bangladesh, which meets the required criteria: This hire position is contingent upon donor funding

Purpose: The Programme Assistant has the primary responsibility to support daily programme administration and other activities and work closely with Programme Manager and Programme Officer. The incumbent will be responsible for updating information and ensure smooth organized management of the overall capacity building activities.

Job Duties/Main Responsibilities

- Provide support to projects implementation, guaranteeing quality, efficiency and effectiveness.
- Support planning, monitoring and evaluation activities of the project, in articulation with the Programme Manager.
- Provide administrative and operation support on implementation of project;
- Assist in projects financial resources management, Human Resources Management, efficient procurement and logistical services;
- Support the elaboration of projects related Terms of Reference, if any;
- Participation in selection processes for Letter of Agreement signature, as well as undertake activities related to LoA monitoring;

- Support to follow-up on project auditing issues;
- Follow-up, on a daily basis, with project partners and donors, to guarantee smooth implementation of administrative and operational activities of the project;
- Maintain up-to-date files and records of project documentation;
- Provide logistical support for workshops and other meetings as tasked by the Programme Manager;
- Process project-related travel arrangements;
- Support the elaboration of project work plans;
- Support the elaboration of project procurement plans;
- Support the organization of project reviews/tripartite meetings;
- Support the timely preparation and submission of progress reports, donor reports, project reviews, financial reports, audit reports and any other required project reports;
- Perform any other tasks assigned by the supervisor.

Competencies

Professionalism

- a. Demonstrate professional competence and knowledge in relation to logistic coordination, internal and external communication, budget preparation and reporting (financial and narrative);
- b. Ability to identify and contribute to the solution of problems/issues. Have good analytical, planning, and organizational skills;
- c. Shows pride in work and in achievements; demonstrates professional competence and attention to detail during preparation of subject matter;
- d. Is conscientious and efficient in meeting commitments, observing deadlines and achieving results;
- e. Is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

Communication

Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

Minimum Requirements

Education: An undergraduate university degree (Bachelor's degree or equivalent)

Work Experience

- a. A minimum of 2 year of professional work experience, including 6 months minimum work in administrative capacity and project implementation as required.
- b. Experience in office administration/conference organizing and coordinating/ project support (report writing, correspondence etc.) is required.

Languages

- a. English is the working language of the Colombo Plan Secretariat.
- b. For the post advertised, fluency English, i.e., oral, and written proficiency, is required.

Other

- a. Proficient at basic office computer programs, including Microsoft Word, Excel, and PowerPoint
- b. Basic financial management skills
- c. Communication and interpersonal skills
- d. Proficient in virtual platforms such as Zoom, Microsoft Teams etc.
- e. Ability to understand and adhere to the Colombo Plan related rules and policies and donors' policies and procedures.
- f. Ability to manage time effectively, especially during a high-demand and deadline-driven work environment.

Applications (CV and Cover letter, which clearly mention the title) should be sent via email on or before 30 March 2024 to vacancies@colombo-plan.org

The email title should clearly mention: Programme Assistant- Bangladesh

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