



Vacancy for the Project Manager- Latin America and Caribbean (UPC)

(COLOMBO PLAN DRUG ADVISORY PROGRAMME)

The Colombo Plan for Cooperative Economic and Social Development in Asia and the Pacific was established in 1951 as one of the oldest inter-governmental organizations in the Asia-Pacific region. The Colombo Plan (CP) is based on the partnership concept of 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 whom spearheaded drug demand and supply reduction solutions in the region since its inception in 1973. The Drug Advisory Programme has several networks including training, to disseminate the Universal Treatment Curriculum, Universal Prevention Curriculum, Guiding Recovery of Women and Child Intervention for Living Drug-Free (CHILD).

Applications are invited from qualified and experienced International and local personnel for the above post based in Santiago, Chile, which meets the required criteria: This position contingent upon donor funding.

Purpose: The Project Manager is responsible for the effective and efficient technical and financial management of INL funded prevention projects in the region and will report directly to the Country Director. The Project Manager has the primary responsibility of ensuring that the objectives of the projects will be achieved in the period of performance stated in the proposals.

Job Duties/Main Responsibilities

1. The Project Manager will assist the Country Director in strategy development, management, implementation, procurement, monitoring and evaluation of program initiatives according to the approved project proposals and donor funding agreements.
2. Assist in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility.
3. Prepare, oversee and conduct training initiatives under the UPC Project to the required standard of quality and within the specified constraints of time and cost as outlined in the approved project proposal and in consultation with the Country Director.
4. Perform a liaison role with non-government organizations, stakeholders and implementing partners (universities and civil societies) to develop country-level dissemination strategies for targeted countries, and conduct UPC trainings representing DAP.

5. Assist the Country Director in the coordination of activities related to project expenditures and utilization of funds, project and/or budget revisions, preparation and dissemination of work plans, terms of reference and other related project documentation, and preparation of various written outputs and reports, and in compliance with applicable CP financial, administrative and operational rules and regulations.
6. Prepare various written outputs and reports including weekly, quarterly and annual reports in compliance with applicable CP operational rules and regulations, measure project performance using appropriate tools and techniques, and prepare written reports at the Country Director's request.
7. Maintain and develop accurate data and information, as well as collect, collate, analyze and report data that is relevant to the project.
8. Contribute to the development of Colombo Plan training manuals, collaborate in curriculum adaptation activities, and oversee the editorial work on translation and adaptation of advanced UPC's.
9. Perform other duties as required by the Country Director.

Key Competencies

1. Demonstrated professional competence and expert knowledge and understanding of relevant theories, concepts, and approaches to project management problems, and training in the subject of drug demand reduction (treatment or prevention)
2. Ability to develop clear goals that are consistent with agreed strategies; identify priority activities and assignments; adjust priorities as required; allocate the appropriate amount of time and resources for completing work; foresee risks and allow for contingencies when planning; monitor and adjust plans and actions as necessary; use time efficiently.
3. Ability to proactively identify challenges in project implementation and contribute to the solution of issues.
4. Good analytical, planning, and organizational skills required for the implementation of both long term and short-term assignments.
5. Pride in work and in achievements; conscientious and efficient in meeting commitments, observing deadlines and achieving results; persistent when faced with difficult problems or challenges; remains calm in stressful situations.
6. 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.

7. Knowledge of various research methodologies.
8. Good understanding of the English and Spanish languages.
9. Knowledgeable and respectful of cultural norms.
10. A team player, who can establish and maintain relationships with broad range of people and resolve conflict by pursuing mutually agreeable solutions.
11. Open-minded and constantly seek improvements.

Minimum Qualifications and Requirements

1. A Medical Degree, Master's Degree in Social Sciences, Public Health, Management, and/or Business Administration. An undergraduate degree in similar fields and in combination with three additional years of qualifying experience may be accepted in lieu of the advanced university degree.
2. A minimum of 10 years' experience in the field of substance use prevention and treatment is required. Prior experience in a senior management role is an advantage.
3. Experience in national and international cooperation, and experience in project and program implementation and monitoring is required.
4. Excellent command of Spanish and English.
5. Proficiency in using basic office computer programs, including Microsoft Word, Excel and PowerPoint.
6. Advanced financial management skills

Colombo Plan will offer a salary of USD 5000 with attractive benefits for the position

Applications (CV and Cover letter) should be sent via email on or before 15 October 2020 vacancies@colombo-plan.org. The email title should clearly mention: Project Manager-Latin America and Caribbean (UPC). Only short-listed candidates will be contacted for the interview.