



THE COLOMBO PLAN

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

Reminder



C 11/14 Add 1

11 November 2011

To Council Representatives and all Member Governments

Request for nominations on secondment - Post of Director, Programme for Private Sector Development/Public Administration & Environment

This has reference to the Colombo Plan Secretariat's letter C 11/14, dated 19 October 2011, inviting member governments' nominations for the above post.

Kindly be informed that the deadline for nominations is **25 November 2011** and therefore, we appreciate greatly if your Government's nominations could be submitted expeditiously.



Adam Maniku
Secretary-General



THE COLOMBO PLAN

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

C 11/14

19 October 2011

To Council Representatives and all Member Governments

Request for nominations on secondment - Post of Director, Programme for Private Sector Development/Public Administration & Environment

Member Governments are invited to nominate suitably qualified candidates on **secondment basis** for the position of Director, Programme for Private Sector Development/Public Administration & Environment, which falls vacant on **1 January 2012**. Short-listed candidates will be interviewed.

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

- (a) an officer with more than 10 years experience in the field of economic and social development;
- (b) aged between 40 – 55 years;
- (c) possess a master degree in the relevant field, especially in public administration or economics and would have worked in areas related to private sector development, specially in the development of small and medium enterprises.
- (d) speak fluently and write proficiently in English ;
- (e) experienced in mobilizing external funding ;
- (f) proficient in using computers in daily work;
- (g) experienced in working in multi-cultural environment;

The terms and conditions of the secondment are as follows :

- a. Secondment is initially for a period of one year, which is renewable with agreement by the CPS and the country concerned.
- b. The CPS will provide the seconded officer with an appropriate allowance for accommodation and medical. Currently, the accommodation allowance is fixed at US\$750 per month and medical allowance at US\$365 per annum. These allowances will be reviewed periodically.

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- c. In addition, the CPS will also provide the return airfare for the seconded officer and his/her family from his/her home country to Sri Lanka, together with relocation expenses.
- d. The country concerned is responsible for salary and other statutory benefits of the officer concerned.

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

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 at **Annex B**.

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 are also ***encouraged to send nominations from private sector*** as well.

All nominations should be forwarded through the Colombo Plan focal point in the respective member country to:

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

Tel 0094 11 2684188
Fax 0094 11 2684386
E-mail chamari@colombo-plan.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 **25 November 2011**.


Adam Maniku
Secretary-General

Annexure A

Post of Director Programme for Private Sector Development (PPSD) / Programme for Public Administration & Environment (PPAE)

The Director (Programme for Private Sector Development / Programme for Public Administration/ Environment) works under the direction of the Secretary-General of the Colombo Plan Secretariat. She / He must be technically qualified and experienced in the areas of social and economic development and able to sustain and develop the programme activities professionally.

The Director contributes to maintaining higher standards in all communications and resources mobilization for the regional programmes. The job duties are as listed below. In addition, the Director, will also be expected to carry out other duties assigned by the Secretary-General from time to time.

Duties and Responsibilities

1. Provide strategic and technical leadership, ensuring that all program objectives are met.
2. Consult and keep the Secretary-General informed on all aspects of the PPAE/PPSD/LTSP programmes.
3. Assure high quality and effectiveness of the Colombo Plan's work in the region through evaluation of both program work and employee performance.
4. Effective support to the Secretary-General in matters relating to the programmes and projects in particularly Public Administration / Environment, Private Sector Development & Long Term Scholarships;
5. Support member countries in realizing their MDG's by adopting a pro-poor and pro-growth strategies which include eradication of extreme poverty and hunger, promoting universal education and environmental sustainability. Identify and prioritize the thematic interventions by working together with potential private and public entities in the region;
6. Advise Secretary-General on innovative and creative ways to reach out to the poor and find effective training and exchange programmes for the region, with the challenge that the Colombo Plan is facing over the medium to long term in the current geo-political scenario.
7. Be responsible for the efficient implementation of the programmes including establishing close links / develop network among government sector, resource persons and with external collaborating agencies;
8. Assess training needs of member countries, prioritize, develop and implement appropriate programmes responding to the needs by self-help and mutual-help in development aimed at socio-economic progress of its member countries;
9. To develop research mechanism to the programmes and conduct training needs analysis to determines where training is needed, under what conditions and to discover new areas for training programmes;

10. Effective support to the Secretary-General in resource mobilization for the Programmes through liaising with relevant bilateral donors as well as multilateral agencies;
 - a) Map and identify potential donors and lead the process of preparation of project proposals for donor funding;
 - b) Initiate discussions with the donors and undertake necessary follow up actions;
 - c) Develop a comprehensive strategy for funding work in the region; aggressively pursue new funding opportunities while maintaining relationships with current donors;
 - d) Assist Secretary-General in creating materials to support fundraising efforts;
 - e) Work collaboratively with private sector, Non Governmental Organizations, partners and other stakeholders to pursue common goals of the Colombo Plan.
11. Develop an external communication and advocacy framework to validate the impact of the programmatic interventions it support in the region, to build more partnerships, memberships and resources;
12. To assist in strategic analyses and the identification of the challenges and opportunities associated with the different frameworks of regional integration relevant to the Colombo plan and strengthen the South-South cooperation and self help and mutual help aspect of the organization;
13. Supervise Colombo Plan programme staff and any other stakeholders involved in the implementation of projects; Supervise project budgeting and monitoring, evaluation and reporting on program activities;
14. Prepare reports on programme activities for publications, media and prepare statistical inferences for short term & long term impact of the programmes to member countries individually and as a region.
15. Plan, organize and ensure timely delivery of annual work plan to develop capacity of Government officials who are responsible for the development of the business sector and public administration in their respective countries, in order to enable them to provide the environment for the scheduled programmes.

The Colombo Plan
18 October 2011

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 :