



VACANCY FOR THE POST OF PROGRAMME MANAGER (COLOMBO-BASED)

THE COLOMBO PLAN MARITIME ADVISORY PROGRAMME

The Colombo Plan for Cooperative Economic and Social Development in Asia and the Pacific, which has its headquarters in Colombo, Sri Lanka, is an inter-governmental organisation with a membership of 28 countries in the Asia-Pacific and South America regions. The Colombo Plan is based on the partnership concept for self-help and mutual help in the development process with the focal areas being, human capital development and south-south cooperation.

The Maritime Advisory Programme (MAP) is an initiative of The Colombo Plan aimed at supporting the development and sustainability of maritime and port operations in Sri Lanka. The project is funded by the United States Department of State through its Bureau of South and Central Asian Affairs (SCA) and is implemented in collaboration with the Sri Lankan Ports Authority (SLPA). The Programme Manager will play a critical role in overseeing programme activities, ensuring that programme activities in the project proposal are carried out to achieve committed outcomes.

Applications are hereby invited from qualified and experienced local personnel for the above position, based in Colombo, which meets the required criteria. This position is contingent upon donor funding.

PURPOSE: The Programme Manager will be responsible for the overall planning, implementation, monitoring, and reporting on the Maritime Advisory Programme (MAP). The role includes working closely with stakeholders, including The Colombo Plan Management, SCA, Sri Lankan and other partner government agencies, international organisations, private sector partners, and consultants to ensure that project objectives are met.

The Programme Manager's responsibilities include but are not limited to:

A. Project Planning and Management

- Develop and maintain a detailed project plan, including timelines, milestones, and deliverables based on the SCA-approved award.
- Allocate resources, including MAP personnel and consultants, and activity budget, as required.
- Monitor progress and make necessary adjustments to ensure project objectives are met.

B. Stakeholder Engagement

- Collaborate with stakeholders, including The Colombo Plan Management, MAP personnel and consultants, SCA, Sri Lankan and other partner government agencies, international organisations and private sector partners in implementing the project.

- Prepare and manage terms of reference and service contracts of project consultants and service providers in accordance with project objectives and budgets. Monitor deliverables against scope of work.
- Ensure effective communication and coordination among project stakeholders.

C. Financial Management

- Manage the project budget, ensuring effective and efficient utilisation of funds.
- Work with MAP Finance staff in ensuring delivery of accurate and timely financial reports for submission to The Colombo Plan management and relevant project stakeholders.

D. Capacity Building

- Oversee the development and delivery of planned capacity building activities in the project proposal to enhance the skills and knowledge of SLPA personnel and to achieve the committed outcomes.
- Provide technical assistance, directly or with support from consultants, and administrative support in addressing issues.

E. Monitoring and Evaluation

- Implement a programme monitoring and evaluation framework to track progress against objectives.
- Prepare the required periodic reports and updates for project donors and other stakeholders.

F. Risk Management

- Identify potential risks and develop strategies to mitigate them.
- Ensure compliance with all relevant regulations and standards.

G. Reporting

- Prepare detailed project reports in accordance with donor requirements.
- Provide regular updates to The Colombo Plan Management, donor, and other stakeholders, as necessary.

Minimum Requirements

Education: An advance degree in a relevant field (e.g., Maritime Management, Project Management, Business Administration)

Work Experience: A minimum of five years of professional work experience, including at least one year in an international organisation in a similar capacity.

Additional Competencies

- Proven experience in managing donor-funded programmes
- Familiarity with maritime and port operations
- Strong project management and problem-solving skills
- Excellent communication and interpersonal skills
- Proficiency in report writing and documentation management
- Very organised, excellent time manager, and focused on the effective and efficient delivery of project objectives.

Languages: For the post advertised, fluency in oral and written English is required

Applications (CV and Cover letter, which clearly mention the title) should be sent via email on or before **20 October 2024** to **vacancies@colombo-plan.org**

The email title should clearly mention: Programme Manager-MAP

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