



THE COLOMBO PLAN

VACANCY FOR THE POST OF PROGRAMME ASSISTANT (COLOMBO BASED)

(COLOMBO PLAN DRUG ADVISORY PROGRAMME)

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 the Americas.

Applications are invited from qualified and experienced local personnel for the above post based in Colombo, which meets the required criteria:

Position Summary: The Programme Assistant has the primary responsibility of supporting the Director in all tasks under DAP, to ensure successful implementation of the DAP and its projects. Under the supervision of the Director the Programme Assistant will coordinate and manage activities of his/her assigned projects/programmes and support other daily administrative activities by working closely with other Officers.

For more details Please visit our website:

www.colombo-plan.org

Applications (CV and Cover letter) should be sent via email on or before 02 November 2022 to vacancies@colombo-plan.org. The email title should clearly mention: **Programme Assistant (Colombo Based)**. Only short-listed candidates will be contacted for an interview.