



VACANCY FOR THE POST OF IT OFFICER

The Colombo Plan for Cooperative Economic and Social Development in Asia and the Pacific promotes the concepts of self-help and mutual help among its member states. Established in 1951 with seven Commonwealth member countries, the membership today has expanded to 28 states. Recognizing the growing concerns of substance use in the region, Colombo Plan established the Drug Advisory Programme (DAP) in 1973.

Since its inception, DAP continues to address the changing global needs of drug-related issues. As a pioneering intergovernmental organization in drug demand reduction, DAP has significantly contributed to the human resources development, institutional strengthening and establishment of regional networks to support the member and participating countries to respond to an increased level of multi-faceted problems faced by the countries due to illicit drugs. DAP advocates for the use of evidence-based practices in treatment and prevention and empowers SUD professionals through the provision of technical assistance.

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

Purpose: The IT Officer will be responsible for managing and maintaining the organization's web platforms, databases, and online presence. This role involves developing, securing, and optimizing web and database systems while leading digital branding and social media management initiatives to enhance the organization's visibility, credibility, and engagement. The IT Officer will also support the daily internal data sharing of the organization under the supervision of IT Team Lead and CP Administrative Officer.

Job Duties/Main Responsibilities

1. Web Management

- Develop, implement, and maintain the organization's official website and web services in a secure, scalable cloud environment.
- Ensure high website performance, uptime, and consistent branding across all digital platforms.
- Manage staging, sandbox, and production environments to enable smooth testing, deployment, and updates.
- Implement automated backups, version control, and recovery mechanisms to protect data and ensure business continuity.
- Apply and enforce web accessibility, cybersecurity, and data protection standards across all web systems.

- Customize and optimize CMS platforms (WordPress, Joomla, SharePoint) through integration of themes, plugins, and UI components to enhance functionality and user experience.

2. Database Management

- Design, develop, and manage relational databases and associated web applications to meet organizational requirements.
- Administer, optimize, and secure databases through performance tuning, regular maintenance, and integrity checks.
- Ensure database and website security, compliance, and performance by implementing optimization strategies and conducting periodic vulnerability assessments.
- Manage database migrations, upgrades, integrations, and cloud-based environments while maintaining legacy systems and performing data import/export operations as needed.
- Develop automation scripts (PowerShell, Python, Bash) to streamline IT, web, and database operations.
- Coordinate with internal teams and external providers to support system enhancements, resolve issues, and ensure seamless platform performance.
- Manage social media channels to ensure effective content delivery and audience engagement.
- Conduct periodic tests, audits, and data recovery drills, and provide regular reports on the performance of databases, websites, and digital platforms.

3. Social Media & Digital Branding

- Develop and implement the organization's digital marketing and social media strategies to enhance visibility and engagement.
- Manage official social media accounts (Facebook, X, LinkedIn, Instagram, YouTube, etc.) to ensure effective content delivery, consistent brand messaging, and audience engagement.
- Create, curate, and publish engaging multimedia content aligned with organizational objectives and brand identity.
- Monitor analytics, engagement metrics, and audience trends to refine content strategies and improve outreach effectiveness.
- Coordinate online campaigns, brand visuals, and reputation management initiatives in collaboration with internal teams and external partners.
- Work closely with internal teams and external providers to support digital communication efforts, resolve issues, and implement ongoing improvements across platforms.

4. IT Support & Coordination

- Provide IT support to staff, addressing day-to-day technical issues related to hardware and software including internal data sharing.
- Provide technical support related to web, database, and digital communication systems for internal teams.
- Collaborate with communication, program, and administrative units to support online and IT-enabled initiatives.
- Liaise with external service providers (hosting, domain, and cloud platforms) to ensure timely resolution of technical issues and optimal system performance under the supervision of IT Team lead and CP Administrative Officer.
- Ensure cybersecurity and data protection best practices are consistently applied across all digital and IT systems.
- Conduct user training and awareness sessions on safe computing, data handling, and IT policies.

Minimum Requirements

- Bachelor's degree in information technology, Computer Science, Information Systems, or a related field.
- Professional certifications in web development, cloud computing, database administration, or digital marketing will be an advantage.
- Minimum of 2–3 years of professional experience in web, database, and cloud environment management.
- Proven hands-on experience with:
 - Web servers (Apache, Nginx, IIS) and cloud platforms (AWS, Azure, Google).
 - Relational and NoSQL databases (MySQL, PostgreSQL, MS SQL, MongoDB, Redis, Cassandra) including optimization and performance tuning.
 - CMS platforms (WordPress, Joomla, SharePoint) and modern web technologies (HTML5, CSS3, JavaScript, PHP, React, Angular, Bootstrap).
- Expertise in Microsoft Azure services (Web Apps, Storage, Security, Monitoring, Backups); certifications preferred.
- Strong knowledge of web security standards, encryption, and data protection best practices.
- Experience managing social media channels and analytics tools to support digital branding and engagement.
- Familiarity with automation scripting (PowerShell, Python, Bash) and emerging technologies such as AI tools and Microsoft Power BI.
- Creative, user-centered design mindset with awareness of current design and UX trends.

Key Skills and Competencies:

- Solid understanding of cybersecurity principles, secure web hosting, and data protection best practices.
- Excellent grasp of SEO techniques, social media algorithms, and analytics for optimizing online visibility and engagement.
- Skilled in creative design, content management, and ensuring consistent branding across digital platforms.
- Demonstrated ability to manage multiple projects effectively with exceptional time management, organization, and prioritization skills.
- Proactive and self-motivated, capable of working independently while maintaining high productivity and accountability.
- Strong communication, collaboration, and teamwork abilities to coordinate effectively with cross-functional teams.
- High level of attention to detail, analytical thinking, and problem-solving skills for maintaining quality and operational efficiency.
- Proven experience in project planning and execution, ensuring timely delivery of technical and digital initiatives.

Personal Attributes:

- Proactive and innovative mindset.
- Strong sense of responsibility and confidentiality.
- Ability to balance technical work with creative digital branding tasks.

Applications (CV and Cover letter, which clearly mention the title) should be sent via email on or before 30 November 2025 to vacancies@colombo-plan.org

The email title should clearly mention: IT Officer

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