

**Ministry of Foreign Affairs
Recruitment & Training Section
Dhaka**

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12 July 2021

Circular

Sub: Vacancy announcement for the post of 'Secretary General' of the Colombo Plan at The Colombo Plan Secretariat, Colombo, Sri Lanka


The Colombo Plan Secretariat invites applications from the qualified candidates for the post of 'Secretary General' in the Colombo Plan Secretariat, Colombo, Sri Lanka

02. The important features of the post are given below:

Name of the Post	Qualification	Salary & Benefits	Deadline to apply
Secretary General (Duration: 04 Years and not extendable)	- Minimum 20 years professional experience. - Should have the capability for project design and implementation.	Salary: \$ 84,000 net per annum (Tax Free) Benefit: <ul style="list-style-type: none">• Rent Free accommodation• Home leave• Education grant• Medical benefits	22 July 2021

03. Interested officers are requested to submit their 'expression of interest' along with a CV and a photograph to the R&T section of the Ministry within 22 July 2021. The circular shared by the Colombo Plan Secretariat is enclosed.

Encl.: As Stated


(Muhammad Ziadul Islam Chowdhury)
Assistant Secretary (R&T)

Distribution:

1. Officers at the rank of Director General/Ambassador (Grade-C) and above.



THE COLOMBO PLAN

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

THE COLOMBO PLAN

To Council Representatives and All Member Governments:

APPOINTMENT OF THE NEXT SECRETARY-GENERAL OF THE COLOMBO PLAN

The Colombo Plan Secretariat has the honour to inform the Council Representatives and all Member Governments that the position of the Secretary-General of the Colombo Plan will fall vacant at the end of April 2022. The nominations should be submitted by a comprehensive curriculum vitae and a certificate of medical fitness in a sealed envelope on or before 16th August 2021 addressed to the President of the Colombo Plan Council as follows:

The President of the Colombo Plan Council
Prof. Dr. Puspa Raj Kadel
Vice-Chairman
National Planning Commission, Nepal
C/o Embassy of Nepal
15/3 Guildford Crescent
Colombo 7
Sri Lanka

Fax : +94 (0) 11 2689655
Email: eoncolombo@mofa.gov.np

2. The Constitution of the Colombo Plan in Chapter VII – The Secretariat, contains the following clauses with regard to the appointment of a Secretary- General for the Colombo Plan Secretariat:

Article 2: The Council shall appoint from among nominees of Member Governments a Secretary-General who will be the Head of the Secretariat.

Article 5: Appointments of international officers shall be for a period of four years and shall not generally be extended further. The appointments should ideally coincide with the cycle of Committee Meetings.

Article 9: The Secretary-General of the Secretariat shall be responsible for:

- (a) Maintaining a database on South-South Co-operation and related technical co-operation among Member Governments including but not limited to that given and received under the Colombo Plan, together with statistics and costs;
- (b) Preparing periodic progress reports on the Colombo Plan at such intervals as the Council may require;
- (c) Circulating as necessary among Member Governments general notification of the availability of training facilities;


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- (d) Encouraging the promotion of technical co-operation, particularly between Member Government within the region;
- (e) Stimulating an increased knowledge of interest in and support for the Colombo Plan, highlighting its aims and achievements with a view to providing a deeper understanding of the need for working together, through the production and issue of publications mass media materials and other relevant publicity materials;
- (f) Providing assistance to the host Government, when requested, for the holding of the Committee Meeting;
- (g) Participating in an advisory capacity in meetings of the Committee;
- (h) Representing the Colombo Plan at other meetings when its representation is required and being the legal representative of the Colombo Plan when entering into agreements, contracts, memoranda of understanding and other official documents relating to the work of the Secretariat, subject to the approval of the Council; and
- (i) Discharging such other functions as may be assigned to the Secretary-General either by the Committee or the Council.

Article 10: The Secretary-General of the Secretariat shall maintain close liaison with the United Nations and its specialized agencies, as well as with other organizations or countries not members of the Colombo Plan which are presently extending technical assistance within the region, or which may in the future decide to do so.

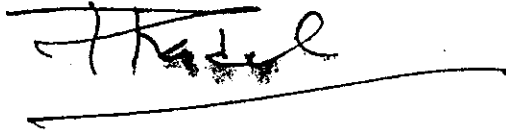
Article 11: In the furtherance of the work of the Secretariat, the Secretary-General or any officer designated by him/her may visit any co-operating country with the consent of the Government concerned. After every such official trip the Secretary-General shall report to the President and bring to the notice of the Council such matters as may require action by it.

3. The Secretary-General provides overall leadership and strategic direction to the development and implementation of the Colombo Plan programs. He/ she manages the day-to-day activities including resource allocation, technical support, hiring of staff and creation of collaborative programs with Member Governments, other international organizations, and institutes of excellence, as well as public relations, marketing, and other program related efforts. The Secretary-General would be in-charge of managing the budget as well as overall funding of the programs of the Colombo Plan. The Secretary-General will also be responsible for resource mobilization/ fund raising for Colombo Plan Secretariat programs from donor countries, international/regional aid agencies and other entities. It is essential that the Secretary-General should have the ability to raise extra-budgetary resources for the Colombo Plan Secretariat. The Secretary-General will also serve as the organizational spokesperson for the Colombo Plan Secretariat.
4. The Council is looking for individuals who are creative, possess a sound knowledge base on technical cooperation, particularly South-South Cooperation and have exceptional leadership qualities to head the Secretariat of the Colombo Plan. The Colombo Plan is the oldest regional intergovernmental organization working in the area of economic and social development issues, technical cooperation, human capital development and South-South Cooperation in 27 Colombo Plan member Countries in the Asia- Pacific region.
5. Successful applicants should have a minimum of 20 years of professional experience in government, regional or international organizations or in the private sector. Strong analytical ability, exceptional communications skills and an excellent command of spoken and written English are essential. Applicants should possess successful senior management experience and demonstrated track record in strategic thinking. Applicants should have the capability for project design and implementation and an ability to develop strategic plans and achieve results. Applicants should possess outstanding leadership combined with excellent diplomatic and interpersonal skills. He/ she should have a superior level of



as well as policy making levels with an aptitude to work in a multicultural environment. Sound knowledge of the economic and social development processes in member countries of the Colombo Plan and critical insights into global economic and technological trends are essential. Any publications or published articles in the relevant field would be useful in support of his/ her application. He/ she should be physically fit and energetic to meet the rigours of the post. The incumbent will be located in Colombo, Sri Lanka, but will travel regularly in the Colombo Plan's areas of operation.

6. The post is for a period of four years and not extendable. The post carries an annual net (tax free) salary of US \$ 84,000 plus a fringe benefit package including rent free accommodation, home leave, education grant and medical benefits, as set out in the Rules and Regulations of the Colombo Plan Council and the Colombo Plan Secretariat. An increment will be considered by the Colombo Plan Council.
7. Nominations have to be forwarded by the respective Member Governments through the designated focal points in Member Government capitals. All Member Governments should endeavor to submit a nomination so that the widest possible choice of talent is available to the Council. Member Governments are requested to limit their nominations to one candidate.



Prof. Dr. Puspa Raj Kadel
Council President/ Vice-Chairman, National Planning Commission, Nepal