

**COORDINATOR, NATIONAL ALCOHOL AND DRUG
ABUSE PREVENTION PROGRAMME**

Kind of Work

Responsible professional work with administrative responsibilities in Drug Demand Reduction.

Distinguishing Features of Work

An employee in this class is responsible for planning, directing and coordinating the activities of the National Alcohol and Drug Abuse Prevention Programme. Work involves participating in the formulation of policy relating to the National Drug Demand Reduction Programme, developing, implementing, monitoring and evaluating programmes and projects; directing research into drug use and abuse; and supervising professional staff engaged in the activities related to Drug Demand Reduction. Work also involves establishing and maintaining links with organizations engaged in Anti-Drug activities locally, regionally, and internationally; and serving as the Secretary to the Advisory Council. Assignments are undertaken based on discussions/decisions of the Permanent Secretary and the National Advisory Committee. However the incumbent works with a considerable degree of initiative and independent judgement. Work is reviewed through the evaluation of reports and discussions for efficacy, adherence to policy and achievement of objectives.

Examples of Work

Plans, directs and coordinates the activities of the National Alcohol and Drug Abuse Prevention Programme.

Participates in the formulation of policy relating to Substance Abuse Prevention and in the development of National Anti-Drug Plan.

Directs and coordinates research in support of the development of programmes, policies, strategies and plans; and in the implementation of projects.

Develops, implements, monitors and evaluates programmes and projects derived from the National Anti-Drug Plan.

Supervises the activities of professional and technical staff engaged in the policy formulation, research, implementation, monitoring and evaluation of projects and programmes in relation to substance use and abuse.

Monitors patterns, trends and new developments in drug use and abuse and prepares reports, as required.

Monitors the operations of the information systems and ensures the dissemination of data related to drugs use/abuse, treatment and rehabilitation.

Provides technical advice to the Government and other stakeholders in respect of Demand Reduction.

Organises and/or conducts seminars and training programmes on alcohol and drug abuse.

Establishes and maintains linkages with organizations and agencies both locally, regionally and internationally to obtain financial and technical assistance for projects in Demand Reduction.

Monitors and controls the expenditure of funds allocated and/or received from international bodies for projects, and programmes in Substance Abuse Prevention.

Prepares and submits monthly, quarterly and annual reports on the programmes and projects relating to substance abuse prevention and on the activities of the Secretariat.

Prepares draft annual estimates of expenditure for the Secretariat and submits to supervisor.

Represents the Ministry on Committees and at national, regional and international conferences and seminars on drug abuse and prevention.

Performs related work as may be required.

Required Knowledge, Skills and Abilities

Extensive knowledge of the principles, practices and methodology used in research and statistical analysis.

Extensive knowledge of the government's policies on substance abuse and prevention.

Extensive knowledge of the substance abuse prevention programmes of government agencies, communities and other organizations.

Extensive knowledge of the International Treaties or Conventions as they relate to Drug Demand Reduction.

Considerable knowledge of policy formulation, implementation and evaluation.

Considerable knowledge of project management.

Considerable knowledge of the principles and practices of Management/Human Resource Management principles.

Considerable knowledge of the principles and practices of Public Administration.

Considerable knowledge of the National Anti-Drug Plan.

Considerable knowledge of the Financial Regulations and Civil Service Regulations.

Knowledge of the principles, practices and techniques in the field of Mass Communication.

Ability to plan, organize, coordinate and evaluate activities relating to substance abuse and prevention on a national scale.

Ability to plan and direct the activities of a group of professional and other support staff engaged in research, project design and implementation, public education and information dissemination.

Ability to analyze research data collected, deduce conclusions and make valid recommendations.

Ability to prepare comprehensive reports.

Ability to develop and maintain effective working relationships with personnel at all levels engaged in Demand Reduction and Supply Control, locally and internationally.

Minimum Experience and Training

Extensive (over 8 years) experience in public administration including considerable (4 to 8 years) experience in planning and administration of programmes/projects in the Social Sector and training as evidenced by a recognized degree in Behavioural Sciences (Social Work or Psychology) supplemented by training Substance Abuse; or any equivalent combination of experience and training.

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