



PROJECT COORDINATOR ~ COLOMBO

Open to Internal and External Candidates

Organizational Unit	: MIGRATION GOVERNANCE UNIT
IOM Classification	: PROJECT ASSISTANT
Duty Station	: COLOMBO
Salary Per Month	: LKR 190,614.00 (G4)
Type of Appointment	: SPECIAL SHORT TERM CONTRACT
Estimated Start Date	: AS SOON AS POSSIBLE
Closing Date	: February 17, 2024

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to government and migrants.

IOM is committed to a diverse and inclusive environment. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

Migration Governance Unit (MGU) is one of the central pillars of IOM Sri Lanka, engaging in two broader programme areas: Immigration and Border Governance (IBG) and National Labour Migration programme (NLM).

Through its programming in the field of IBG, MGU supports the government to develop improved policy, legislation, administrative structures, operational systems and human resource base necessary to respond more effectively to diverse migration and border challenges and to institute good migration governance.

The National Labour Migration programme, among others focuses on building professional capacity of the foreign recruitment industry towards promoting ethical recruitment, supporting migrant workers through skills development programmes, and offering policy and technical advice to the government on the labour migration discourse. Working under the overall direction of the Head, MGU and direct supervision of the Senior Project Coordinator,, the incumbent will perform the following activities:

Core Functions / Responsibilities:

1. Assist in the implementation and monitoring of project activities.
2. Retrieve, compile, summarize, and present information/data on specific project topics.
3. Monitor budget; verify availability of funds; obtain necessary approval and update budget related information.
4. Support administrative coordination of project implementation, involving liaison with diverse organizational units and external parties to initiate requests, obtain necessary clearances, process and follow-up on administrative actions, etc.
5. Draft status reports, identifying shortfalls in delivery and bringing them to the attention of the supervisor.
6. Draft correspondence, reports, briefing notes, graphics, statistical tables, presentations and other forms of documentation.
7. Organize meetings, workshops and training sessions.
8. Respond to general information requests and inquiries; set up and maintain files/records.
9. Perform other related duties as assigned.

Required Qualifications and Experience

Education

- Bachelor's degree in Political or Social Sciences, International Relations, Development Studies, Migration Studies, Human Rights, Law or related fields from an [accredited academic institution](#) with two (2) years of professional experience in the related field; or
- Minimum Four (04) years of related work experience with High School Diploma.

Experience

- Experience in liaising with governmental authorities, national/international institutions, United Nations agencies and non-governmental organizations;
- Experience in working with migrants, refugees, internally displaced persons, victims of trafficking and other vulnerable groups; and,
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

Skills

- In depth knowledge of the broad range of migration related subject areas dealt with by the Organization; and,
- Knowledge of UN and bilateral donor programming.
- Knowledge of financial rules and regulations.

Languages

Fluency in **English** and **Sinhalese / Tamil** is required; Fluency in all three languages is advantageous.

Required Competencies

Values

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

Core Competencies – Behavioural indicators - *level 2*

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.
- Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

Other

Appointment will be subject to certification that the candidate is medically fit for appointment and successful reference checks.

Women with the above qualifications are encouraged to apply.

How to apply:

Interested candidates are invited to submit their applications with the following documents:

- a. Detailed bio data
- b. Cover letter including two work related referees (non-related)
- c. Pre-screening form ([here](#))

Kindly submit your application via email to HRSRILANKA@iom.int indicating position applied on subject line by **Sunday 17th February 2024**.

Applications without the above mentioned will not be considered.
Only shortlisted candidates will be contacted.

Posting period:

From 03.02.2024 to 17.02.2024