NATIONAL PROGRAMME OFFICER ~ COLOMBO

Open to Internal and External Candidates

Organizational Unit : MIGRATION GOVERNANCE UNIT (MGU)
IOM Classification : NATIONAL PROGRAMME OFFICER
Duty Station : COLOMBO
Salary per Month : LKR 307,738.25 (NO-A)
Type of Appointment : CONTRACT BASIS (Special Short Term Contract)
Estimated Start Date : AS SOON AS POSSIBLE
Closing Date : AUGUST 04, 2019

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:
Under the direct supervision of the Head of Migration Governance Unit (MGU), and the overall supervision of the Chief of Mission IOM Sri Lanka and Maldives, the candidate will be responsible to;

Core Functions / Responsibilities:
1. In close coordination with the head of Migration Governance Unit and the Unit staff, coordinate the implementation of all Integrated Border Management (IBM) operations in the Mission;
2. Provide IT and technical design support to the Mission and government agencies involved in the implementation of IBM projects,
3. Provide technical assistance to the Mission in policy development, designing and identifying opportunities, developing and drafting new IBM projects for the Mission;
4. Provide overall support to project partners, other relevant agencies & departments and international organizations in the implementation of IBM program;
5. Coordinate the timely production and delivery of narrative and financial reports to donors and other stakeholders;
6. Attend meetings and liaise with partners, relevant intergovernmental organizations, and Government entities on issues related to IBM;
7. Support the Unit staff in the implementation of IBM program in the country including delivery of training and capacity building activities;
8. Co-ordinate and inform stakeholders on national efforts in best practices in border and identity management;
9. Supervise and support any staff of the IBM team in carrying out their duties

Required Qualifications and Experience

Education
- Master’s Degree or University Degree in Computer Science, e-Governance or Project Management and/ or any other related field from an accredited academic institution, or;
- Minimum two (2) years of related professional work experience with a University Degree in the above fields;

Experience
- Five (05) years of experience in project implementation, reporting and evaluation is preferred;
- Excellent IT skills with a thorough knowledge in MS Office, Information Databases, Internet/Intranet Services and library sources will be advantageous;
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.

**Managerial Competencies*** – Behavioural indicators - *level 2*
- **Leadership:** provides a clear sense of direction, leads by example and demonstrates the ability to carry out the organization’s vision; assists others to realize and develop their potential.
- **Empowering others and building trust:** creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- **Strategic thinking and vision:** works strategically to realize the Organization’s goals and communicates a clear strategic direction.

*As Applicable

**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 a detailed bio data and a cover letter including two work related referees (non-related) via email to HRSRILANKA@iom.int indicating position applied on subject line.

Or by post to Human Resources Department, International Organization for Migration, 80A Elvitigala Mawatha, 9th Floor, Institute of Bankers of Sri Lanka (IBSL) Building Colombo 08 indicating the position applied for on the envelop by **Sunday 04th August 2019**.

Only shortlisted candidates will be contacted.

**Posting period:**

From 28.07.2019 to 04.08.2019