

SENIOR PROJECT COORDINATOR (LMR) ~ COLOMBO

Open to Internal & External Candidates

Organizational Unit	: LABOUR MIGRATION - REGIONAL
IOM Classification	: SENIOR PROJECT ASSISTANT (LMR)
Duty Station	: COLOMBO
Salary per Month	: LKR 212,019.00 (G6)
Type of Appointment	: CONTRACT BASIS (Special Short Term Contract)
Estimated Start Date	: AS SOON AS POSSIBLE
Closing Date	: FEBRUARY 12, 2023 AT 11.59 PM

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 Overall Supervision of the Head of Labour Migration - Regional (LMR) and the Head of Migration Governance Unit, and the direct supervision of the National Programme Officer (LMR), the candidate will be responsible for the following duties and responsibilities:

Core Functions / Responsibilities:

- Assist in the planning, coordination, implementation, monitoring, and support activities under the Governance of Labor Migration in South and South East Asia (GOALS) programme and other regional labour migration programming with a particular focus on reintegration activities.
- Compile, summarize, analyse, and present information/data on projects, highlighting noteworthy issues for the consideration of appropriate parties.
- Monitor budget implementation and propose adjustments as necessary.
- Act as focal point for administrative coordination of project implementation, involving extensive liaison with diverse organizational units and external parties to initiate requests, obtain necessary clearances, follow-up on administrative actions, etc.
- Draft status reports; identify shortfalls in delivery, bring them to the attention of the supervisor and suggest corrective measures.
- Prepare and update reports, briefing notes, graphics, statistical tables, and other forms of documentation.
- Organize meetings, workshops and training sessions; prepare training materials and participate in the delivery of capacity building workshops.
- Respond to complex information requests and inquiries; set up and maintain files/records.
- Participate in meetings and conferences; maintain effective liaison and coordination with government authorities, United Nation agencies, intergovernmental and non-governmental organizations, donors and other stakeholders.
- Monitor work of implementing partners and report any non-compliance to the supervisor.
- Provide inputs for the development of Standard Operating Procedures (SOP), concept papers and provide general support for the development of new projects.
- Provides guidance/training and assist in coordinating and monitoring work of other staff in the unit as requested by the supervisor.
- Undertake field visits for training and monitoring purposes.

Required Qualifications and Experience

Education

- University Degree in Political or Social Sciences, International Relations, Development Studies, Migration Studies, Human Rights, Law or a related field from an accredited academic institution with four (4) years of professional experience in the related field; or
- Minimum Six (06) years of related work experience with High School Diploma.

Experience

- Hands on experience with project design, conceptualizing, work plan development and direct project implementation experience in the development field is preferred.
- Previous experience in M&E (Monitoring and Evaluation), budgeting & reporting is preferred.
- Experience in liaising or working with international organizations, government authorities and other regional and national institutions in a multi-cultural setting will be advantageous.
- Experience in working with migrants, refugees, internally displaced persons, victims of trafficking and other vulnerable groups.

Technical & Other Skills

- Ability to effectively collaborate and work harmoniously with colleagues from diverse cultural backgrounds is required.
- Knowledge on RBM (Result Based Management) of UN and bilateral donor programming is preferred.
- Sound knowledge of issues related to overseas employment and contractual labor in Sri Lanka or in the Asian region will be an asset.
- Excellent Communication Skills and a high level of proficiency in MS Office applications and virtual communications tools.

Languages

Fluency in **English** and **Sinhalese / Tamil** is required; Fluency in multiple 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 1*

- 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 the following documents:

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

Kindly make the submission via email to HRSRILANKA@iom.int indicating position applied on subject line by **Sunday 12th February 2023**.

Only shortlisted candidates will be contacted.

Posting period:

From 29.01.2023 to 12.02.2023