



JUNIOR PROJECT COORDINATOR (PXU)

Open to Internal and External Candidates

Organizational Unit	: PROTECTION UNIT
IOM Classification	: JUNIOR PROJECT ASSISTANT (PXU)
Duty Station	: KILINCHCHI
Salary Per Month	: Between LKR 100,000 to 130,000
Type of Appointment	: Special Short Term Un-Graded
Estimated Start Date	: AS SOON AS POSSIBLE
Closing Date	: MARCH 3, 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:

Under the overall supervision of the Head of Protection Unit and in due coordination with the Project Assistants in the field and Senior Project Assistant in the County Office, the Junior Project Assistant will implement programmatic activities under the "UPLIFT" project in compliance with IOM policies and standards.

Core Functions / Responsibilities:

1. Assist in the implementation of individual reintegration of beneficiaries and support the implementation of the community level reintegration projects at field level.
2. Assist in maintaining beneficiary assistance files and compiling reports.
3. Facilitate coordination with relevant government stakeholders, project partners, UN agencies and other stakeholders at field level.
4. Assist in undertaking needs assessments, preparing reintegration plans, delivery of assistance to beneficiaries and monitoring.
5. Assist in organizing trainings and awareness raising programmes.
6. Make logistical arrangements for workshops, key events, and awareness sessions.
7. Assist in Coordinating the necessary programmatic work with Procurement, Finance, and other project staff; follow up and process working documents within IOM for approvals and job completion.
8. Assist in maintaining records relevant to projects at district/field level, operational documents, budget allocation and its progress.
9. Assist in facilitating monitoring/evaluation visits by IOM CMB office and donors.
10. Assist in collecting/compiling data to develop concept notes and proposals.

Required Qualifications and Experience

Education

- University Degree in development studies, international relations, Social Sciences or a related field from an [accredited academic institution](#) with one (1) year of professional experience in the related field; or
- Minimum Three (03) years of related work experience with High School Diploma.

Experience

- Prior experience working with vulnerable communities and providing reintegration assistance.
- Experience in project implementation preferably with international organizations.

Skills

- Ability to meet project timelines/timely delivery is considered crucial.
- Well-developed skills in personal organization, priority setting, client orientation and service approach.
- Coordination and liaison Skills.

Languages

Fluency in **English** and **Tamil / Sinhalese** 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

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

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 03rd March 2024**.

Only shortlisted candidates will be contacted.

Posting period:

From 18.02.2024 to 03.03.2024

No Fees:

IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training or other fee). IOM does not request any information related to bank accounts during the selection process.