



NATIONAL PROJECT OFFICER

Open to Internal and External Candidates

Organizational Unit :	PROTECTION UNIT
IOM Classification :	NATIONAL PROJECT OFFICER (Safe Migration and Protection Initiatives)
Duty Station :	COLOMBO
Salary Per Month :	LKR 444,601.00 (NO-A)
Type of Appointment :	ONE YEAR FIXED TERM
Estimated Start Date :	AS SOON AS POSSIBLE
Closing Date :	MARCH 10, 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 direct supervision of the Head of Protection Unit and the overall supervision of the Chief of Mission of IOM Sri Lanka and Maldives, the National Project officer (Safe Migration and Protection initiatives) will be responsible for carrying out following duties and responsibilities:

Core Functions / Responsibilities:

1. Coordinate the planning, implementation, monitoring and evaluation of safe migration, counter trafficking and other protection related programme initiatives as assigned.
2. Coordinate and monitor the overall implementation of the "UPLIFT" project activities including individual and community level reintegration falling within the purview of the project.
3. Provide technical assistance in the development of policies and strategies related to Protection programming.
4. Coordinate the collection, verification and analysis of data and background information; update information management systems on project related activities and visibility, summaries, press releases and other relevant materials.
5. Design, develop and finalize Information Communication Education Materials and lead Safe Migration and Counter Trafficking campaigns.
6. Organise workshops, events and conduct /facilitate safe migration and Counter Trafficking capacity building programmes.
7. Provide technical support to government departments, local NGOs and international organizations on protection related programming initiatives as requested by the supervisor.
8. Provide technical input and assistance for the development of polices, National Action Plans, guidelines, assessment and research as appropriate.
9. Coordinate the timely production and delivery of narrative and financial reports to donors and other stakeholders;
10. Attend meetings and liaise with partners, relevant intergovernmental organizations, UN, NGOs and Government entities.
11. Work closely with other Programmes within the Mission in developing synergies and incorporating cross-cutting programming areas.
12. Monitor the work of all project partners and report any non-compliance to the supervisor and take corrective actions.
13. Supervise and support the staff as assigned by the supervisor.
14. Undertake field visits to different districts for the purpose of implementation and monitoring of all project activities.
15. Actively contribute to project conceptualization, development, and resource mobilization efforts within PXU.
16. Carry out other duties as may be assigned within the capacity of the incumbent.

Required Qualifications and Experience

Education

- Master's degree in development studies, international relations, social sciences and/ or any other related field from an [accredited academic institution](#) or,
- University degree in the above fields with two years of relevant professional experience.

Experience

- Substantial experience in project implementation, conducting capacity-building programmes and leading information campaigns.
- Experience in liaising with various project stakeholders, including government interlocutors, UN agencies and civil society organizations.
- Ability to meet project timelines/timely delivery is considered crucial.

Skills

- Excellent communication and analytical skills.
- Strong reporting, writing and research skills
- Strong interpersonal and teamwork skills.

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 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 submit your application via email to HRSRILANKA@iom.int indicating position applied on subject line by **Sunday 10th March 2024**. Applications without the above mentioned will not be considered and only shortlisted candidates will be contacted.

Posting period:

From 25.02.2024 to 10.03.2024

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.