



International Organization for Migration (IOM)
The UN Migration Agency

JUNIOR PROJECT COORDINATOR (MAU) ~ COLOMBO

Open to Internal & External Candidates

Organizational Unit	: MIGRANT ASSISTANCE UNIT
IOM Classification	: JUNIOR PROJECT ASSISTANT (MAU)
Duty Station	: COLOMBO
Salary per Month	: LKR 96,085.25 (G3)
Type of Appointment	: CONTRACT BASIS (Special Short Term Contract)
Estimated Start Date	: AS SOON AS POSSIBLE
Closing Date	: JANUARY 24, 2021

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:

Working under the overall directives of the Head of Migrant Assistance Unit (MAU) and the direct supervision of the Project Assistant (MAU), the incumbent will be responsible for:

Core Functions / Responsibilities:

- Assist the Migrant Assistance Unit (MAU) with day today overall administrative support as required, which includes maintenance of client information, files and other documents, preparation of periodic report and tracking sheets on the progress of reintegration supports to each returnees;
- Maintain and update the Assisted Voluntary Return Reintegration (AVRR) database in coordination with other case workers in Colombo and filed officers in relation to each individual returnee case information documents, files and generate abstracts and relevant reports;
- Provide case-worker support to returnees; maintain communication and rapport with returnees and identify their economic, psychosocial and other needs;
- Support individual reintegration activities in the domain of psychosocial support which include screening, listening support and referral supports including close follow up with client those who fall back due to various setbacks;
- Fill in reception support needs at the airport for returnees returning through IOM AVRR Programmes including visits to the Negombo courts when necessary;
- Carry out periodical monitoring of returnees and their projects;
- Provide support to Hotline operator and answer hotline calls in the absence of the Hotline Operator and carry out follow up tasks with the support of the hotline operator;
- Assist the activities related to Safe Migration Campaign, Counter Trafficking, Community Response Mapping and other reintegration and community stabilisation activities when necessary.

Required Qualifications and Experience

Education

- Bachelor's degree in Social work or Psychology or 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

- Experience in liaising or working with international organizations in a multi-cultural setting will be advantageous;
- Experience in the provision of psychosocial support including reintegration activities;
- Previous experience in a migrant support set up is desired.

Required Skills

- Knowledge on pre-post migration stressors & national level migration issues;
- Familiarity in Data Management.

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.

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 24th January 2021**.

Only shortlisted candidates will be contacted.

Posting period:

From 10.01.2021 to 24.01.2021