

PROJECT COORDINATOR (LANTERN)

Open to Internal and External Candidates

Organizational Unit : **SOCIAL COHESION AND RECONCILIATION (SCR)**

IOM Classification : **PROJECT ASSISTANT (LANTERN)**

Duty Station : **JAFFNA**

Salary Per Month : **LKR 190,614.58 (G4)**

Type of Appointment : **SPECIAL SHORT TERM GRADED**

Estimated Start Date : **AS SOON AS POSSIBLE**

Closing Date : **11.59 PM ON 31 DECEMBER 2025**

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. Read more about diversity and inclusion at IOM at [Diversity and Inclusion at IOM | International Organization for Migration](#) 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 the Protection Unit (PXU) and the direct supervision of the National Programme Officer (SCR) and in close coordination with the National Project Officer (PXU) and the Senior Project Associate (based in Jaffna), the Project Assistant will provide general support in the implementation of programmatic activities focusing on peacebuilding, resettlement/reintegration, land-related interventions in post-conflict contexts and community stabilization, in line with IOM policies and procedures:

Core Functions / Responsibilities:

1. Assist in the implementation and monitoring of project activities related to peacebuilding, resettlement/reintegration, land reconciliation, community stabilization.
2. Retrieve, compile, summarize, and present information/data on specific project topics.
3. Monitor budget; verify availability of funds; obtain necessary approval and update budget related information.
4. Support administrative coordination of project implementation, involving liaison with diverse organizational units and external parties (including government and non-government stakeholders, CSOs, implementing partners, UN entities) to initiate requests, obtain necessary clearances, process and follow-up on administrative actions, etc.
5. Draft status reports, assist in undertaking surveys, maintain beneficiary assistance files, databases and identify shortfalls in delivery and bringing them to the attention of the supervisor.
6. Assist in psychosocial support activities by handling logistical arrangements, preparing materials, maintaining participants lists, and helping to facilitate referrals for conflict-affected community members.
7. Assist in the implementation of reintegration assistance and community-level infrastructure activities by preparing basic documentation, handling logistics, and following up on delivery of materials and services.
8. Draft correspondence, reports, briefing notes, graphics, statistical tables, presentations and other forms of documentation.
9. Organize meetings, workshops and training sessions.
10. Undertake field visits, especially within the Northern and Eastern provinces and assist in monitoring project activities.
11. Respond to general information requests and inquiries; set up and maintain files/records.
12. Perform other related duties as assigned.

Required Qualifications and Experience

Education

- Bachelor's degree in development, peace and conflict studies, international relations, law or a related field from an [accredited academic institution](#) with two (02) years of relevant professional experience; or
- Minimum of 4 years relevant work experience with a high school diploma.

Experience

- Experience in providing administrative or operational support to the implementation of projects in areas such as reintegration / resettlement, beneficiary assistance, community stabilization, social cohesion and reconciliation/ peace building.
- Experience in assisting with field activities, data collection, or beneficiary support, preferably with UN agencies, international organizations, and NGOs.
- Experience working with local communities or supporting psychosocial or community-based initiatives will be an advantage.

Skills

- Good organizational and time management skills with attention to detail.
- Ability to maintain accurate records and compile information clearly and systematically.
- Proficient in the use of MS Office applications (Word, Excel, Outlook).

Languages

Fluency in **English** and **Tamil** is required. Working knowledge of **Sinhalese** is desired.

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:

Appointment will be subject to certification that the candidate is medically fit for appointment and successful reference checks.

How to apply:

Candidates with the required qualifications and competencies are invited to submit their candidature for the position via the applicable links below **by 11.59 PM (Sri Lanka Time), Wednesday 31st December 2025.**

[View the internal job posting](#) - **Internal Candidates**

[View the external job posting](#) - **External Candidates**

Only shortlisted candidates will be contacted.

Posting period: From 18.12.2025 to 31.12.2025

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.