

## **PROJECT ASSOCIATE (PXU)**

### **Open to Internal and External Candidates**

Organizational Unit : **PROTECTION UNIT (PXU)**  
IOM Classification : **PROJECT ASSOCIATE (PXU)**  
Duty Station : **JAFFNA**  
Salary Per Month : **LKR 243,986.67 (G5)**  
Type of Appointment : **SPECIAL SHORT TERM GRADED**  
Estimated Start Date : **AS SOON AS POSSIBLE**  
Closing Date : **11.59 PM ON 13 MAY 2026**

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:**

Working under the overall supervision of the Head of Protection Unit (PXU) and under the direct supervision of the Senior Project Associate, the incumbent will assist the implementation of programmatic activities falling within the purview of the Protection Unit including but not limited to return, reintegration, resettlement/peace building, community level reintegration/stabilization, Counter Trafficking, Safe Migration and other humanitarian assistance.

### **Core Functions / Responsibilities:**

1. Assist in the implementation and monitoring of project activities.
2. Retrieve, compile, summarize, analyse, and present information/data on specific project topics.
3. Monitor budget; verify availability of funds; obtain necessary approval and update budget related information.
4. 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, process and follow-up on administrative actions, etc.
5. Draft status reports, identifying shortfalls in delivery, bring them to the attention of the supervisor and suggest remedial actions.
6. Draft correspondence on project issues; prepare and update reports, briefing notes, graphics, statistical tables, presentation and other forms of documentation.
7. Respond to complex information requests and inquiries; set up and maintain files/records; organize meetings, workshops and training sessions.
8. Participate in meetings and conferences; assist in coordinating implementation activities with local authorities, partners, United Nations agencies, intergovernmental and non-governmental organizations, donors and other stakeholders relevant to the project.
9. Assist in monitoring work of implementing partners and report non-compliances to the supervisor.
10. Provides guidance/training to new/junior staff.
11. Perform other related duties as assigned.

### **Required Qualifications and Experience**

#### **Education**

- Bachelor's 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 two (03) years of relevant professional experience; or
- Minimum of 5 years relevant work experience with a high school diploma.

## Experience

- Experience in liaising with governmental authorities, national/international institutions, United Nations agencies and non-governmental organizations.
- Experience in working with migrants, refugees, internally displaced people, victims of trafficking and other vulnerable groups.
- Experience of working independently, effectively and harmoniously with colleagues from varied cultures and professional backgrounds at all levels. and,
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

## Skills

- In depth knowledge of the broad range of migration and reintegration related subject areas dealt with by the Organization; and,
- Knowledge of UN and bilateral donor programming.
- Knowledge of financial rules and regulations.
- Good drafting and reporting skills
- Ability to work independently within a guidance framework and contribute to timely delivery of project tasks is considered crucial.

## 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 13<sup>th</sup> May 2026.**

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

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

Only shortlisted candidates will be contacted.

**Posting period:** From 29.04.2026 to 13.05.2026

**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.