

PROJECT COORDINATOR (LMI)

Open to Internal and External Candidates

Organizational Unit : **LABOR MOBILITY & SOCIAL INCLUSION (LMI)**

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

Duty Station : **COLOMBO**

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

Type of Appointment : **ONE-YEAR FIXED TERM**

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

Closing Date : **11.59 PM ON 17 SEPTEMBER 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:

Under the overall guidance of the Chief of Mission in Sri Lanka and the direct supervision of the National Programme Officer of the Labour Mobility and Social Inclusion (LMI) Unit, the Project Assistant is responsible for supporting the implementation of projects under the LMI Unit. The role focuses on providing administrative, logistical, coordination, and data management support to ensure that project activities are implemented effectively and in accordance with IOM policies and procedures:

Core Functions / Responsibilities:

1. Assist in the implementation and monitoring of project activities.
2. Retrieve, compile, summarise, and present information/data on specific project topics.
3. Monitor budget by verifying availability of funds, obtaining necessary approval and updating budget-related information.
4. Support administrative coordination of project implementation, involving 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, identify shortfalls in delivery and bring them to the attention of supervisor.
6. Draft correspondence, reports, briefing notes, graphics, statistical tables, presentations and other forms of documentation.
7. Organise meetings, workshops and training sessions.
8. Respond to general information requests and inquiries. Set up and maintain files/records.
9. Perform such other relevant duties as maybe 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 (02) years of relevant professional experience; or
- Minimum of 4 years relevant work experience with a high school diploma.

Experience

- Experience working on projects related to labour migration, skills development, ethical recruitment practices, and social development.
- Experience in project implementation and organizing and facilitating meetings, workshops, training and events.
- Experience in liaising with government authorities, national/international institutions, United Nations agencies and non-governmental organizations.
- Experience in working with migrants, refugees, internally displaced persons, victims of trafficking and other vulnerable groups; and,

- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

Skills

- Good communication and interpersonal skills
- Good administrative and organizational skills, with the ability to manage multiple tasks, maintain records, and meet deadlines.
- Strong coordination skills, with the ability to work effectively with colleagues and stakeholders at different levels.
- Ability to prepare and format official correspondence, meeting minutes, reports, presentations, and other project-related documents.
- Strong familiarity with project management methodologies and best practices in the development/migration sector.

Languages

Fluency in **English** and working knowledge of **Sinhalese/Tamil** 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 funding confirmation, certification that the selected 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), Thursday 17th September 2026.**

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

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

Only shortlisted candidates will be contacted.

Posting period: From 10.09.2026 to 17.09.2026

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.