

PROJECT COORDINATOR (PXU) ~ COLOMBO

Open to Internal & External Candidates

Organizational Unit	: PROTECTION UNIT (PXU)
IOM Classification	: PROJECT ASSISTANT (PXU)
Duty Station	: COLOMBO
Salary per Month	: LKR 243,986.00 (G5)
Type of Appointment	: SPECIAL SHORT TERM GRADED
Estimated Start Date	: AS SOON AS POSSIBLE
Closing Date	: JANUARY 14, 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 overall supervision of the Head of Protection Unit, and the direct supervision of the Senior Project Coordinator, the Project Coordinator will implement programmatic activities under the "UPLIFT" project in compliance with IOM policies and standards.

Core Functions / Responsibilities:

- Coordinate regularly with the relevant government stakeholders, non-government stakeholders, project partners.
- Organize meetings, workshops and training sessions; prepare training materials and contribute to the delivery/facilitation of capacity building workshops and awareness sessions related to safe migration and counter trafficking.
- Contribute to data collection, compiling and analysis; assist in drafting quarterly and final project reports and updates; reviewing project stakeholder reports; updating relevant databases.
- Contribute to the general community level reintegration projects for migrant returnees and individual reintegration support to migrants in vulnerable situations and victims of trafficking including case management.
- Provide technical inputs for project conceptualization, development and resource mobilization efforts within PXU.
- Contribute to the development of Information, Education and Communication (IEC) material and the effective implementation of public awareness campaigns.
- Undertake field visits for training and implementation/monitoring of project activities.
- Assist in monitoring project activities and budgets and updating budget related information.
- Coordinate with sub-offices and facilitate implementation of project activities.

Required Qualifications and Experience

Education

- Bachelor's Degree in Development Studies, International Relations, Social Sciences or a related field from an [accredited academic institution](#) with three (3) years of relevant professional experience; or,
- Minimum 5 years of relevant work experience with a high school diploma.

Experience

- Background and experience related to reintegration/livelihood and/or migration domains will be an advantage
- Experience in liaising with various project stakeholders, including government interlocutors, UN agencies and civil society organizations;
- Prior project implementation experience in a related field will be an advantage.

Technical & Other Skills

- Excellent coordination, liaison and report writing skills;
- Strong communication skills & Ability to meet project timelines/timely delivery is considered crucial.
- Ability to meet tight deadlines and take up responsibilities and work with minimum supervision.

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 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 14th January 2024**.

Applications without the above mentioned will not be considered and only shortlisted candidates will be contacted.

Posting period:

From 31.12.2023 to 14.01.2024

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.