PROJECT COORDINATOR (LHD) ~ COLOMBO
Open to Internal and External Candidates

Organizational Unit	:	**LABOUR MOBILITY & HUMAN DEVELOPMENT**
IOM Classification	:	**PROJECT ASSISTANT**
Duty Station	:	**COLOMBO**
Salary Per Month	:	**LKR 190,614.00 (G4)**
Type of Appointment	:	**SPECIAL SHORT TERM GRADED CONTRACT**
Estimated Start Date	:	**AS SOON AS POSSIBLE**
Closing Date	:	**July 04th, 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 Chief of Mission (CoM) in Sri Lanka and direct supervision of the National Programme Officer (Labour Mobility and Human Development), and in collaboration with respective program units, the successful candidate will be responsible and accountable for the following duties and accountabilities, within the broader scope of research, partnerships, and compliance work of the unit. A significant portion of the work will be in relation to the Colombo Process, Regional Consultative Process on Overseas Employment and Contractual Labor for Countries of Origin in Asia, in coordination with the National Programme Officer (LHD) .

Core Functions / Responsibilities:

1. Assist in the implementation of activities in the areas of labour and human mobility.
2. Assist in the work of the Colombo Process Technical Support Unit to retrieve, compile, and present information/data on Colombo Process thematic activities.
3. Periodically update and maintain the Colombo Process (CP) website/ data repositories.
4. Support the administrative coordination of thematic area working groups of the Colombo process project activity 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. Respond to routine information requests and inquiries; set up and maintain files/records related to the Colombo Process.
6. Draft correspondence, prepare and update reports, briefing notes, statistical tables, presentation and other forms of documentation.
7. Provide general administrative support to the research activities undertaken within the domain of labour and human mobility.
8. Contribute to the organization of United Nations Migration Network (UNMN) and Global Compact for Migration (GCM) meetings and conferences.

Required Qualifications and Experience

Education
- Bachelor's degree in Political or Social Sciences, International Relations, Development Studies, Migration Studies, Sustainable Development or a related field from an accredited academic institution with two (02) years of relevant professional experience; or
- Minimum four (04) years of related work experience with High School Diploma.

Experience

- Experience in working with multilateral initiatives/ forums and in organizing international events.
- Experience in liaising with governmental authorities, national/international institutions, United Nations agencies and non-governmental organizations.

Skills
- Knowledge of MS Office applications, ability to effectively collaborate and work harmoniously with colleagues from diverse cultural backgrounds.

Languages

Fluency in **English** and **Sinhalese / Tamil** is required; Fluency in all three 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 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.

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)

Kindy submit your application via email to HRSRILANKA@iom.int indicating position applied on subject line by **Thursday 04th July 2024.**

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

Posting period:
From 21.06.2024 to 04.07.2024

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.