

## **PROJECT COORDINATOR (MECR) – 4 positions**

**Open to Internal and External Candidates**

Organizational Unit	: <b>MIGRATION, ENVIRONMENT AND CLIMATE RESILIENCE (MECR)</b>
IOM Classification	: <b>PROJECT ASSISTANT (MECR)</b>
Duty Station	: <b>KILINCHCHI, MANNAR, GALLE &amp; MATARA</b>
Salary Per Month	: <b>LKR 190,614.58 (G4)</b>
Type of Appointment	: <b>ONE YEAR FIXED TERM CONTRACT</b>
Estimated Start Date	: <b>AS SOON AS POSSIBLE</b>
Closing Date	: <b>October 13<sup>th</sup>, 2024</b>

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 Chief of Mission (CoM) in Sri Lanka and direct supervision of the National Program Officer – MECR and, in collaboration with relevant units at Headquarters and the Administrative Centres, the successful candidate will be responsible and accountable for coordinating and assisting the field work in relation to projects implemented under the MECR unit in the relevant area and managing the resources management functions in the relevant sub-offices.

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

1. Assist in the implementation of activities in the Projects of the Migration, Environment and Climate Resilience unit, both at office and field level
2. Assist in the field work of MECR projects to Retrieve, compile, summarize, and present information/data on specific project topics.
3. Provide the MECR Project Coordinator at HQ with assistance to Monitor budget; verify availability of funds; obtain necessary approval and update budget related information
4. Work in close coordination with relevant District, Divisional, Grama Niladhari divisions, community-based organizations (CBOs) and rural communities on project related activities.
5. Act as the field focal point to support administrative coordination of MECR 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.
6. Draft status reports, identifying shortfalls in delivery at field level and bringing them to the attention of the Project Coordinator at the HQ
7. Draft correspondence, reports, briefing notes, graphics, statistical tables, presentations and other forms of documentation.
8. Provide administrative and technical support in organizing meetings, workshops and training sessions in coordination with the implementing partners
9. Respond to general information requests and inquiries; set up and maintain files/records.
10. Contribute to meetings/ workshops/conferences/trainings in relationship with Climate Change and Disaster Management and Preparedness.

### ***Required Qualifications and Experience***

#### **Education**

- Bachelor's degree in Climate Change, Disaster Risk Reduction/Disaster Management, Environment Science, Natural Resources Management, Social Sciences in Environmental & Development Studies, Environmental Technology 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 liaising with governmental authorities, national/international institutions, United Nations agencies and non-governmental and civil society organizations.
- Experience working in Disaster risk management projects, disaster risk response work, collective community shelters, projects related to internally displaced people and other vulnerable groups.
- Experience in working closely with rural/village communities and Community-based organizations and village-based societies.
- 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 climate change related subject areas dealt with by the Organization; and,
- Knowledge of UN and bilateral donor programming.
- Knowledge of financial rules and regulations.

**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](#))

Kindly submit your application via email to [HRSRILANKA@iom.int](mailto:HRSRILANKA@iom.int) indicating position applied on subject line by **Sunday 13<sup>th</sup> October 2024**.

Applications without the above mentioned will not be considered.

Only shortlisted candidates will be contacted.

**Posting period:**

From 30.09.2024 to 13.10.2024

**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.