

## **PROJECT COORDINATOR (MECR)**

**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>COLOMBO</b>
Salary Per Month	: <b>LKR 243,986.67 (G5)</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:**

Working under the overall directives of the Chief of Mission (COM) and the direct supervision of the National Programme Officer (MECR), the successful candidate will be responsible and accountable for providing programme and administrative coordination for the project tasks assigned in the scope of migration, environment, climate change, and risk reduction.

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

1. Assist in implementation, and monitoring of programme activities and initiatives.
1. Retrieve, compile, summarize, analyze, and present information/data on specific project topics.
2. Monitor budget; verify availability of funds; obtain necessary approval and update budget related information, prepare reports as necessary.
3. 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, prepare documentations as necessary etc.
4. Draft status reports, identifying shortfalls in delivery, bring them to the attention of the supervisor and suggest remedial actions.
5. Draft correspondence on project issues; prepare and update reports, briefing notes, graphics, statistical tables, presentation and other forms of documentation.
6. Respond to complex information requests and inquiries; set up and maintain files/records; organize meetings, workshops and training sessions.
7. 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.
8. Assist in monitoring work of implementing partners and report non-compliances to the supervisor, including follow up on project administrative matters and timely submission of documentation; Terms of reference for external collaborators.
9. Assist in United Nations Sustainable Development Cooperation Framework (UNSDCF) related work in relation to MECR, including preparation of reports, providing inputs.
10. Assist in integrating Climate change to other programmatic areas including in preparing project narratives.
11. Provide general administrative assistance in drafting of new project proposals, concepts and other documentation in the programmatic area.

### **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 three (03) years of relevant professional experience; or
- Minimum five (05) years of related work experience with High School Diploma.

#### **Experience**

- Experience in providing administrative and operational support to implement development projects and programmes.

- Previous experience in working for a project on climate change or disaster risk reduction and experience in working with migrants, refugees, internally displaced persons, victims of trafficking and other vulnerable groups.
- 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,
- Ability to work with project management tools.
- Coordination and drafting/report writing skills.
- Knowledge of UN and bilateral donor programming.

### **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.