



NATIONAL PROGRAMME OFFICER (EMERGENCY & HUMANITARIAN ASSISTANCE) ~ COLOMBO

Open to Internal and External Candidates

Organizational Unit	: CHIEF OF MISSION's OFFICE
IOM Classification	: NATIONAL PROGRAMME OFFICER (E & HA)
Duty Station	: COLOMBO
Salary Per Month	: 359,572.25 (As per the UN Salary Scale at NO-A)
Type of Appointment	: ONE YEAR FIXED TERM
Estimated Start Date	: AS SOON AS POSSIBLE
Closing Date	: SEPTEMBER 25, 2022

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 direct supervision of the Chief of Mission, the National Programme Officer (Emergency and Humanitarian Support) will implement programmatic activities in the emergency and humanitarian assistance domain in compliance with IOM policies and standards.

Core Functions / Responsibilities:

1. Support coordination of implementation and monitoring of Emergency/disaster risk reduction and humanitarian assistance operations (including related short-term projects) in the Mission.
2. Provide technical assistance in policy development, identifying opportunities, participate in drafting of new projects proposals.
3. Provide overall technical support to government agencies & departments, local Non-Governmental Organizations & international organizations in connection with the programme implementation.
4. Maintain a robust network of support (government, I/NGO and Community Based Organizations) at the grassroots communities at local/district levels pertaining to programme implementation.
5. Organize meetings, workshops and training sessions; prepare training materials and contribute to the delivery of capacity building workshops and awareness sessions as necessary.
6. Coordinate the timely production and delivery of narrative and financial reports, monitoring and evaluation reports to donors and other stakeholders.
7. Attend meetings and liaise with partners, relevant intergovernmental organizations, NGOs and Government entities; undertake field visits for monitoring and implementation purposes.
8. Monitor budget implementation and propose adjustments as necessary.
9. Monitor the work of all implementing partners and report any non-compliance to the supervisor.
10. Supervise staff as assigned.

Required Qualifications and Experience

Education

- Master's Degree in Social Work, International Relations, Development Studies, Emergency & Crisis Management, Disaster Management, or a related field; or;
- Minimum two (02) years of related professional experience with a bachelor's degree in any of the above fields.

Experience

- Five years of experience in management and implementation of emergency & humanitarian assistance and livelihood or related projects is highly desired.

- Previous experience in liaising with various project stakeholders, including government interlocutors, UN agencies and civil society organizations is required.
- Experience in policy and proposal development and the creation of standard operating procedures and tools.

Skills

- In depth knowledge of the broad range of emergency related subject areas.
- Knowledge of general financial rules and regulations in the context of project implementation.

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.

Managerial Competencies* – Behavioural indicators - *level 2*

- Leadership: provides a clear sense of direction, leads by example and demonstrates the ability to carry out the organization's vision; assists others to realize and develop their potential.
- Empowering others and building trust: creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- Strategic thinking and vision: works strategically to realize the Organization's goals and communicates a clear strategic direction.

*As Applicable

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:

- Detailed bio data
- Cover letter including two work related referees (non-related)
- Pre-screening form ([here](#))

Kindly submit your application via email to HRSRILANKA@iom.int indicating position applied on subject line by **Sunday 25th September 2022**.

Only shortlisted candidates will be contacted.

Posting period:

From 11.09.2022 to 25.09.2022