

NATIONAL PROGRAMME OFFICER (MECR)

Open to Internal and External Candidates

Organizational Unit : **MIGRATION, ENVIRONMENT, CLIMATE CHANGE
AND RISK REDUCTION**
IOM Classification : **NATIONAL PROGRAMME OFFICER (MECR)**
Duty Station : **COLOMBO**
Salary Per Month : **LKR 444,061.00 (NO-A)**
Type of Appointment : **ONE YEAR FIXED TERM**
Estimated Start Date : **AS SOON AS POSSIBLE**
Closing Date : **11.59 PM ON 27 OCTOBER 2025**

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 Programme Manager (MECR), the incumbent 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 the coordination and monitoring of the operational, administrative and financial aspects of the project in accordance with IOM policies and practices as well as donor's requirements.
2. Provide technical guidance on migration, environment, climate change and disaster risk reduction in Sri Lanka Country Office (CO) and draft general and/or specific information on programme activities as requested by the supervisor and other relevant counterparts.
3. Keep the supervisor informed on the status of project implementation; identify gaps and suggest actions to improve implementation.
4. Participate in the development and adjustment of work plans, project budgets, Monitoring & Evaluation tools and standard operations procedures.
5. Coordinate the collection, verification and analysis of data and background information; update information management systems and social media platforms on project related activities including project awareness and visibility, summaries, press releases and other relevant materials.
6. Coordinate timely preparation and dissemination of project reports in accordance with IOM procedures and donor requirements.
7. Liaise and coordinate with donors, partners, United Nations agencies, local authorities and stakeholders and government counterparts.
8. Contribute to the planning, development, organization and delivery of capacity building activities targeting IOM staff, government and civil society partners, implementing partners and communities.
9. Attend relevant conferences, workshops, working groups, interagency coordination meetings, and other forums.
10. Participate in the preparation of project proposals and a diverse range of communication products, concept notes and other planning documents.
11. Supervise project staff, prepare inputs for performance evaluations and assist in the resolution of team conflicts.
12. Undertake duty travel relating to project implementation, monitoring visits, project assessments, liaison with counterparts, etc.

Required Qualifications and Experience

Education

- Master's degree in climate change & environmental management, environment & sustainability, migration studies, social sciences or a related discipline from an [accredited academic institution](#) or;
- Bachelor's degree in the above-mentioned fields with two years of post-qualifying relevant professional experience.

Experience

- Experience in the field of migration issues, including operational and field experience, project development, management, and reporting.
- Experience in liaising with governmental authorities, donors, academia, other national/international institutions, and NGOs.
- Previous experience in the sphere of MECR is highly desirable.

Skills

- Understanding of migration in relation to environment, climate change and natural hazards.
- Demonstrated level of expertise in the thematic area relevant to project development.
- Sound knowledge of international fora and policy process in the areas of migration, climate change, environment, disaster risk reduction, knowledge of frameworks such as UN conventions on climate change, ecosystems, desertification etc.
- Understanding of legal frameworks human rights approaches, soft law and protection issues related to environmental migration.
- Knowledge of the broad range of migration related subject areas dealt with by the Organization.
- Knowledge of UN and bilateral donor programming.
- Knowledge of international fora and policy process in the areas of migration, climate change, environment, disaster risk reduction.
- Knowledge of legal frameworks human rights approaches, soft law and protection issues related to environmental migration.

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

Other:

Appointment will be subject to certification that the candidate is medically fit for appointment and successful reference checks.

How to apply:

Candidates with the required qualifications and competencies are invited to submit their candidature for the position via the applicable links below **by 11.59 PM (Sri Lanka Time), Monday 27th October 2025.**

[View the internal job posting](#) - **Internal Candidates**

[View the external job posting](#) - **External Candidates**

Only shortlisted candidates will be contacted.

Posting period: From 14.10.2025 to 27.10.2025

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