

PROJECT COORDINATOR (MECR)

Open to Internal and External Candidates

Organizational Unit : **MIGRATION, ENVIRONMENT, CLIMATE CHANGE AND RISK REDUCTION**
IOM Classification : **PROJECT ASSISTANT (MECR)**
Duty Station : **COLOMBO**
Salary Per Month : **LKR 243,986.67 (G5)**
Type of Appointment : **ONE YEAR FIXED TERM**
Estimated Start Date : **AS SOON AS POSSIBLE**
Closing Date : **11.59 PM ON 12 NOVEMBER 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 Programme Manager (MECR) and the direct supervision of the National Programme Officer (MECR), the incumbent will be assisting in programmatic and administrative coordination of 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.
2. Retrieve, compile, analyse, and present information/data on specific project topics as well as on national, regional, and international developments, reports, legislation, and other relevant documentation, highlighting key issues for consideration by the supervisor.
3. Monitor budget; verify availability of funds; obtain necessary approval and update budget related information, prepare reports as necessary.
4. 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, and prepare documentation as needed.
5. Draft status reports, identifying shortfalls in delivery, bring them to the attention of the supervisor and suggest remedial actions.
6. Draft correspondence on project issues; prepare and update reports, briefing notes, graphics, statistical tables, presentation and other forms of documentation.
7. Respond to complex information requests and inquiries; set up and maintain files/records; organize meetings, workshops and training sessions.
8. 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.
9. Assist in monitoring work of implementing partners by following up on administrative requirements, tracking submission of documentation, and reporting issues of non-compliance to the supervisor.
10. Provide administrative and logistical support to activities related to the United Nations Sustainable Development Cooperation Framework (UNSDCF) in relation to MECR, including data collection, consolidating inputs, and organizing information for reporting purposes.
11. Support the preparation of project documents, such as proposals, concept notes, and related materials, by compiling background information, formatting content, and coordinating their finalization.
12. Provides guidance/training to new/junior staff

Required Qualifications and Experience

Education

- Bachelor's degree in climate change & environmental management, environment & sustainability, migration studies, social sciences or a related discipline from an [accredited academic institution](#) with three years of relevant professional experience or;
- High School Diploma with five years of relevant professional experience.

Experience

- Experience providing administrative and operational support in the implementation of project activities.
- Experience in liaising with governmental authorities, national/international institutions, United Nations agencies and non-governmental organizations;
- Prior work experience in the area of MECR in a multi-cultural setting is an advantage.

Skills

- Basic knowledge and understanding of climate change, risk reduction and migration.
- Ability to use project management tools for administrative and reporting purposes.
- Coordination and report-preparation skills, including drafting and formatting of documents.
- Familiarity with UN and bilateral donor programming and processes.

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.

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), Wednesday 12th November 2025.**

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

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

Only shortlisted candidates will be contacted.

Posting period: From 30.10.2025 to 12.11.2025

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