

SENIOR PROJECT COORDINATOR (PXU) ~ COLOMBO

Open to Internal & External Candidates

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| Organizational Unit | : PROTECTION UNIT (PXU) |
| IOM Classification | : SENIOR PROJECT ASSISTANT (PXU) |
| Duty Station | : COLOMBO |
| Salary per Month | : LKR 314,742.00 (G6) |
| Type of Appointment | : SPECIAL SHORT TERM GRADED |
| Estimated Start Date | : AS SOON AS POSSIBLE |
| Closing Date | : JANUARY 14, 2024 |

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 overall supervision of the Chief of Mission (COM) and the direct supervision of the Head of Protection Unit, the Senior Project Assistant will implement programmatic activities under the "UPLIFT" project in compliance with IOM policies and standards, the candidate will be responsible for the following duties and responsibilities:

Core Functions / Responsibilities:

- Act as the administrative focal and contribute to the implementation and monitoring of the overall "UPLIFT" project activities including extensive liaison with key government counterparts and external stakeholders, obtain necessary clearances, follow-up on administrative actions as appropriate.
- Participate in the development of manuals, concept papers, and other thematic documents.
- Coordinate with the relevant government stakeholders, non-government stakeholders, project partners on responses/interventions related to project activities.
- Organize meetings, workshops and training sessions; prepare training materials and contribute to the delivery of capacity building workshops and awareness sessions.
- Coordinate individual and community level reintegration and assistance to vulnerable migrants/victims within the framework of the "UPLIFT" project.
- Contribute to data collection, compiling and analysis for baseline, mid-term and final evaluation reports; draft quarterly and final project reports and updates to donors, draft other forms of documentation relevant to the project; reviewing project stakeholder reports; maintaining relevant databases.
- Draft status reports; identify shortfalls in delivery, bring them to the attention of the supervisor and suggest corrective measures.
- Participate in meetings and conferences; maintain effective liaison and coordination with government authorities, project partners, UN agencies, intergovernmental and non-governmental organizations and other stakeholders.
- Monitor budget implementation and propose adjustments as necessary.
- Monitor the work of all implementing partners and report any non-compliance to the supervisor.
- Contribute to the development of Information, Education and Communication (IEC) material and the effective implementation of public awareness campaigns.
- Assist in coordinating and monitoring the work of project staff as assigned.
- Undertake field visits to different districts for trainings, project activities and monitoring purposes.
- Contribute to project conceptualization, development, and resource mobilization efforts within PXU.

Required Qualifications and Experience

Education

- Bachelor's degree in Development Studies, International Relations, Migration Studies, Social Sciences or a related field from an [accredited academic institution](#) with minimum four years of relevant professional experience; or,
- Minimum six (6) years of relevant work experience with a high school diploma.
- Master's degree in the related field would be an advantage.

Experience

- Background and experience related to reintegration/livelihood and/or migration domains will be an advantage
- Experience in liaising with various project stakeholders, including government interlocutors, UN agencies and civil society organizations;
- Prior project implementation experience in a related field will be an advantage.

Technical & Other Skills

- Excellent coordination, liaison and report writing skills;
- Strong communication skills & Ability to meet project timelines/timely delivery is considered crucial.
- Ability to meet tight deadlines and take up responsibilities and work with minimum supervision.

Languages

Fluency in **English** and **Sinhalese / Tamil** is required; Fluency in multiple 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 1*

- 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:

- 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 indicating position applied on subject line by **Sunday 14th January 2024**.

Applications without the above mentioned will not be considered and only shortlisted candidates will be contacted.

Posting period:

From 31.12.2023 to 14.01.2024

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.