



## CALL FOR INTERNS ~ COLOMBO

### Open to Internal and External Candidates

Organizational Unit	:	<b>PROJECT SUPPORT UNIT</b>
Duty Station	:	<b>COLOMBO</b>
Internship Fee	:	<b>LKR 34,000.00 per month</b>
Type of Appointment	:	<b>Internship Contract</b>
Estimated Start Date	:	<b>AS SOON AS POSSIBLE</b>
Closing Date	:	<b>JUNE 26, 2022</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. 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 Deputy Chief of Mission of IOM Sri Lanka & Maldives and the direct supervision of the Head of Project Support Unit (PSU), the successful candidate will be assigned with the following learning objectives / tasks:

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

The tasks will contribute to the day-to-day work of the PSU and may include the list below. The intern will receive training and will be required to have a readiness to learn.

1. Support as needed across the project cycle as the PSU team works on proposal development, monitoring, and reporting.
2. Usage of the IOM Project Information Management Application System (PRIMA) to support project units with entry of project related data.
3. General editing of project related documents.
4. Support with the preparation of any events which the Unit may be required to organize.

#### **Required Qualifications and Experience**

##### **Education**

- Graduate / Final Year Undergraduate in Development Studies, International Relations or a related discipline from an accredited academic institution.

##### **Experience**

- Previous Internship experience within the humanitarian sector will be an asset.
- Experience in working in a busy institution, preferably within the international humanitarian organizations, non – governmental or governmental organizations is preferred.

##### **Skills**

- Ability to edit project documents as per supervisor's feedback is preferred.
- Knowledge in Project proposals, monitoring and reporting will be advantageous.

##### **Languages**

Fluency in **English** and **Sinhalese / Tamil** is required; Fluency in English is a must.

#### **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 make the submission via email to [HRSRILANKA@iom.int](mailto:HRSRILANKA@iom.int) indicating position applied on subject line by **Sunday 26<sup>th</sup> June 2022**.

Only shortlisted candidates will be contacted.

**Posting period:**

From 19.06.2022 to 26.06.2022