



## **PROGRAMME SUPPORT COORDINATOR (PSU) ~ COLOMBO**

**Open to Internal & External Candidates**

Organizational Unit	: <b>PROJECT SUPPORT UNIT</b>
IOM Classification	: <b>PROGRAMME SUPPORT ASSISTANT (PSU)</b>
Duty Station	: <b>COLOMBO</b>
Salary per Month	: <b>LKR 128,400.00 (G4)</b>
Type of Appointment	: <b>CONTRACT BASIS (Special Short Term Contract)</b>
Estimated Start Date	: <b>AS SOON AS POSSIBLE</b>
Closing Date	: <b>AUGUST 07, 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, the direct supervision of the Head of Project Support Unit, the successful candidate will support the Project Support Unit with general tasks related to project development, monitoring, and reporting. In particular, the candidate will be expected to perform the following duties and responsibilities:

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

- Assist with gathering information, drafting text, and providing clerical support for development of concept notes and project proposals.
- Support the administrative coordination with programme and finance units for inputs for concept notes/ proposals.
- Support with the compilation of donor reports in preparation for regional review.
- Facilitate entry of project documents (proposals, reports, monitoring data) into the IOM Project Information and Management Application (PRIMA). PRIMA is an internal platform used for regional project endorsement, monitoring and reporting.
- Facilitate collection of whole mission project data for entry into periodic IOM and UN monitoring mechanisms.
- Draft/edit project related documents.
- Support the Project Support Unit ensure compliance with IOM's institutional objectives which include the implementation of Strategic Vision and the Global Compact for Migration and the 2030 Agenda for Sustainable Development.

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

#### **Education**

- University Degree in International Relations, Development Studies, Human Rights, Political Science, Social Sciences or a related field from an accredited academic institution with Two (2) years of professional experience in the related field; or
- Minimum Four (04) years of related work experience with High School Diploma.

#### **Experience**

- Experience in project development / proposal writing and monitoring & reporting is advantageous.
- Previous experience in liaising/working with Governments, Donor Agencies, UN partners and international organizations in a multi-cultural setting will be advantageous.

#### **Technical & Other Skills**

- Ability to establish and maintain effective working relationships with people of diverse cultural backgrounds.
- Well-developed skills in personal organization, priority setting, problem solving and writing, client orientation and service approach.
- Excellent communication, analytical and interpersonal skills.

#### **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.

### ***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 (Can be downloaded from the IOM Website under Careers Tab)

Kindly make the submission via email to [HRSRILANKA@iom.int](mailto:HRSRILANKA@iom.int) indicating position applied on subject line by **Sunday 07<sup>th</sup> August 2022**.

Only shortlisted candidates will be contacted.

### ***Posting period:***

From 24.07.2022 to 07.08.2022