



PROJECT COORDINATOR (SCR) ~ COLOMBO

Open to Internal & External Candidates

Organizational Unit	: SOCIAL COHESION & RECONCILIATION (SCR)
IOM Classification	: PROJECT ASSISTANT (SCR)
Duty Station	: COLOMBO
Salary per Month	: LKR 128,400.00 (G4)
Type of Appointment	: CONTRACT BASIS (Special Short Term Contract)
Estimated Start Date	: AS SOON AS POSSIBLE
Closing Date	: AUGUST 21, 2022

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 and the direct supervision of the Senior Project Coordinator (SCR), the Project Coordinator will support the implementation of SCR Programme in Sri Lanka in compliance with IOM policies and standards:

Core Functions / Responsibilities:

1. Assist the Social Cohesion & Reconciliation Unit (SCR) with administrative support in carrying out day-to day implementation, coordination, and procurement activities related to the programme.
2. Assist in coordinating, communicating and liaising with the government counterparts, private, Civil Society Organizations and public organizations and consultants for the implementation of project activities.
3. Assist in project implementation in general, and specifically monitoring the project work plan, project indicators and assumptions.
4. Assist the SCR Unit in project planning, including in developing concept notes and projects proposals.
5. Assist in organizing meetings and workshops with the various stakeholders, including implementing partners relevant to project activities in collaboration with the stakeholders.
6. Assist in the preparation of meeting minutes and periodic reports as per the requirement of the programmes, identifying and raising issues or deviations.
7. Comply with and maintain the internal data reporting formats and systems whilst reviewing the data collection system and make suggestions for continuous improvement.
8. Assist in Reparation & Reconciliation documents storage and filing system.
9. Support consultancies/ missions in accordance with the project documents.

Required Qualifications and Experience

Education

- University Degree in Conflict Transformation, Peacebuilding, Human Rights, Law, Sociology or project management or a related discipline 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 Programme Coordination, Public Relation with proven experience working with Civil Society Organizations (CSOs) & government ministries is required.
- Previous experience in the area of peacebuilding / conflict transformation within public entities, 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, client orientation and service approach.
- Fluency in Tamil is a strong requirement in the context of this position.

Languages

Fluency in **English** and **Tamil and working knowledge of Sinhalese** 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 ([Here](#))

Kindly make the submission via email to HRSRILANKA@iom.int indicating position applied on subject line by **Sunday 21st August 2022**.

Only shortlisted candidates will be contacted.

Posting period:

From 07.08.2022 to 21.08.2022