



JUNIOR PROJECT COORDINATOR (PXU) ~ JAFFNA

Open to Internal & External Candidates

Organizational Unit	: PROTECTION UNIT (PXU)
IOM Classification	: JUNIOR PROJECT ASSISTANT (PXU)
Duty Station	: JAFFNA
Salary per Month	: LKR 105,248.00 (G3)
Type of Appointment	: CONTRACT BASIS (Special Short-Term Contract)
Estimated Start Date	: AS SOON AS POSSIBLE
Closing Date	: SEPTEMBER 11, 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 Head of Protection Unit and the direct supervision of the Senior project Coordinator (PXU), the Junior Project Coordinator will support the implementation of programmatic activities in the resettlement/reintegration and community stabilization domains in compliance with IOM policies and standards:

Core Functions / Responsibilities:

- Provide general/clerical assistance to the Field coordinator in Jaffna in the implementation and monitoring of project activities (In particular, resettlement, livelihood, and humanitarian assistance projects).
- Retrieve, compile, summarize, and present information/data on specific project topics.
- Assist in monitoring budget and updating budget related information.
- Support administrative coordination for project implementation, involving liaison with diverse organizational units or external parties to initiate requests, obtain necessary clearances, process, and follow-up on administrative actions.
- Draft status reports, correspondence, briefing notes, graphics, statistical tables, presentations, and other forms of documentation.
- Support the organization of meetings, workshops, and training sessions.
- Respond to general information requests and inquiries; set up and maintain files/records.
- Assist in organizing, monitoring/evaluation visits by IOM CMB office and donors.

Required Qualifications and Experience

Education

- University Degree in development studies, international relations, Social Sciences or a related field from an accredited academic institution with one (1) year of professional experience in the related field; or
- Minimum Three (03) years of related work experience with High School Diploma.

Experience

- Experience in resettlement, livelihood and reintegration assistance is highly advantageous.
- Previous experience in project implementation 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.

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 ([Here](#))

Applications will be valid only if above documents are included.

Kindly make the submission via email to HRSRILANKA@iom.int indicating position applied on subject line by **Sunday, 11th September 2022.**

Only shortlisted candidates will be contacted.

Posting period:

From 28.08.2022 to 11.09.2022