



NATIONAL PROGRAMME OFFICER (IBHM)

Open to Internal and External Candidates

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| Organizational Unit | : IMMIGRATION & BORDER HEALTH MANAGEMENT |
| IOM Classification | : NATIONAL PROGRAMME OFFICER (IBHM) |
| Duty Station | : COLOMBO |
| Salary Per Month | : 359,572.25 (As per the UN Salary Scale at NO-A) |
| Type of Appointment | : ONE YEAR FIXED TERM |
| Estimated Start Date | : AS SOON AS POSSIBLE |
| Closing Date | : NOVEMBER 06, 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 Chief of Mission of IOM Sri Lanka & Maldives and the direct supervision of the Senior Programme Officer (IBHM), the successful candidate will be responsible in the development, planning, implementation, financial oversight, coordination and the monitoring and evaluation of project Activities to "Enhance Border Management Capacity for Responding to Infectious Diseases in Southwest Asia".

Core Functions / Responsibilities:

- Assist in the coordination and monitoring of the operational, administrative and financial aspects of the IOM Maldives, IBM Units project, and activities in accordance with IOM policies and practices as well as donor's requirements.
- Keep the supervisor informed on the status of project implementation; identify gaps and suggest actions to improve implementation.
- Participate in the development and adjustment of work plans, project budgets, Monitoring & Evaluation tools and standard operations procedures.
- Coordinate the collection, verification and analysis of data and background information; update information management systems and social media platforms on IBM activities in Maldives & Sri Lanka's project related activities including project awareness and visibility, summaries, press releases and other relevant materials.
- Coordinate timely preparation and dissemination of project reports in accordance with IOM procedures and donor requirements.
- Liaise and coordinate with donors, partners, United Nations agencies, local authorities and stakeholders and government counterparts to avoid duplication of efforts while mobilizing the required technical guidance, in particular with the World Health Organization in Maldives and Sri Lanka to ensure project's compliance with the international Travel Health Guidelines and standards.
- Contribute to the planning, development, organization and delivery of capacity building activities targeting IOM staff, government and civil society partners, implementing partners and communities on IBM activities.
- Attend relevant conferences, workshops, working groups, interagency coordination meetings, and other forums including to Promote inter-state and inter-agency thematic dialogue on border management, curbing irregular migration, trafficking in persons, other transnational crimes and border health in the indo-pacific region and/or regional consultative processes
- Participate in the preparation of project proposals and a diverse range of communication products, concept notes and other planning documents with a focus on expanding the project portfolio.
- Supervise and provide training and technical guidance to project staff to ensure that the project is properly integrated into the host governments' Migration Governance priorities.
- Ensure adhering to IOM PSEA/SH guidelines by all project stakeholders.
- Undertake duty travel relating to project implementation, monitoring visits, project assessments, liaison with counterparts, etc.

Required Qualifications and Experience

Education

- Master's degree in International Relations, Migration-Related Studies, Public Relations, Social Science or related field from an accredited academic institution, or;
- Bachelor's degree in the above-mentioned fields with two years of relevant professional experience.

Experience

- Thematic experience and knowledge in the migration governance field with a focus on IBM thematic areas, including integrated border management, points of entry passenger screening, border health and capacity building / facilities improvement.
- Experience in liaising with governmental authorities, other national/international institutions and UN.
- Experience in technical capacity building initiatives in the area of Immigration and Border Management an asset.
- Experience in IBM project development and knowledge of monitoring and evaluation and experience with donor liaising.

Skills

- In depth knowledge of the broad range of migration related subject areas dealt with by the Organization, migration health in particular.
- Knowledge of multifaceted migration management interventions, especially in South Asian countries in general would be considered an advantage.
- Understanding of international and national migration frameworks.
- Sound management capability and experience.

Languages

Fluency in **English** and **Sinhalese / Tamil** is required; Fluency in all three 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 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.

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](#))

Kindy submit your application via email to HRSRILANKA@iom.int indicating position applied on subject line by **Sunday 06th November 2022**.

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

Posting period:

From 23.10.2022 to 06.11.2022