



PROJECT COORDINATOR (IBHM)

Open to Internal and External Candidates

Organizational Unit	: IMMIGRATION & BORDER HEALTH MANAGEMENT
IOM Classification	: PROJECT ASSISTANT (IBHM)
Duty Station	: COLOMBO
Salary Per Month	: LKR 128,400.00 (G4)
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 Senior Programme Officer (IBHM) and the direct supervision of the National Programme Officer (IBHM), the successful candidate will be responsible for assisting in the project Activities to "Enhance Border Management Capacity for Responding to Infectious Diseases in Southwest Asia".

Core Functions / Responsibilities:

- Assist in the implementation and monitoring of project activities.
- Retrieve, compile, summarize, and present information/data on specific project topics.
- Monitor budget; verify availability of funds; obtain necessary approval and update budget related information.
- Support administrative coordination of project implementation, involving liaison with diverse organizational units and external parties to initiate requests, obtain necessary clearances, process and follow-up on administrative actions, etc.
- Draft status reports, identifying shortfalls in delivery and bringing them to the attention of the supervisor.
- Draft correspondence, reports, briefing notes, graphics, statistical tables, presentations and other forms of documentation.
- Organize meetings, workshops and training sessions.
- Respond to general information requests and inquiries; set up and maintain files/records.
- Coordinate with IOM Colombo Resource Management unit with regard to the logistical arrangement for the programme activities.

Required Qualifications and Experience

Education

- Bachelor's Degree in Political or Social Sciences, development studies, Law, International Relations or a related discipline from an accredited academic institution with two (02) years of relevant professional experience, or;
- Minimum four (04) years of related work experience with High School Diploma.

Experience

- Experience in humanitarian programmes for migrants and capacity-building activities is desired.
- Experience in project implementation in related fields, preferably with international organizations and on the issues related to labour migration.
- Experience in working with migrants, refugees, internally displaced persons, victims of trafficking and other vulnerable groups.

Skills

- Ability to plan, work on own initiatives and meet deadlines.

- Establishes and maintains effective relationships with implementing partners.
- Strong analytical and drafting skills in English, preferably supported by demonstrable research experiences.

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.

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 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