



## SENIOR PROJECT COORDINATOR (IBHM)

### Open to Internal and External Candidates

Organizational Unit	: IMMIGRATION & BORDER HEALTH MANAGEMENT
IOM Classification	: SENIOR PROJECT ASSISTANT (IBHM)
Duty Station	: COLOMBO
Salary Per Month	: LKR 212,019.00 (G6)
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 for assisting in the implementation of project Activities to "Enhance Border Management Capacity for Responding to Infectious Diseases in Southwest Asia".

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

- Assist in the planning, coordination, implementation and monitoring of project activities in the IOM Maldives & IBM Unit.
- Compile, summarize, analyse, and present information/data on specific project topics, highlighting noteworthy issues for the consideration of appropriate parties.
- Monitor budget implementation and propose adjustments as necessary.
- Act as focal point for administrative coordination of project implementation, involving extensive liaison with diverse organizational units and external parties to initiate requests, obtain necessary clearances, follow-up on administrative actions, etc.
- Draft status reports; identify shortfalls in delivery, bring them to the attention of the supervisor and suggest corrective measures.
- Draft correspondence on project issues; prepare and update reports, briefing notes, graphics, statistical tables, and other forms of documentation.
- Organize meetings, workshops and training sessions; prepare training materials and participate in the delivering of capacity building workshops on IBM activities and provide logistical support.
- Respond to complex information requests and inquiries; set up and maintain files/records.
- Participate in meetings and conferences; maintain effective liaison and coordination with local authorities, partners, United Nation agencies, intergovernmental and non-governmental organizations, donors and other stakeholders relevant to the project to ensure that the project is properly integrated into the host governments' Migration Governance priorities.
- Monitor work of implementing partners and report any non-compliance to the supervisor; Coordinate the project activities with sister United Nations (UN) Agencies to avoid duplication of efforts while mobilizing the required technical guidance and 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.
- Provide inputs for the development of Standard Operations Procedures (SOP) and concept papers and provide general support for the development of new projects.
- Provides guidance/training and assist in coordinating and monitoring work of other staff in the unit; may supervise other staff as assigned.

#### **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 four (04) years of relevant professional experience, or;
- Minimum six (06) years of related work experience with High School Diploma.

## Experience

- Experience in project administration, management and technical cooperation, preferably within the humanitarian field.
- Experience in the Migration Management Capacity Building, and in particular experience in assisting organizing training sessions, workshops and conferences.
- Experience in liaising with senior government officials and/or civil society advantageous.
- Experience in working with migrants, refugees, internally displaced persons, victims of trafficking and other vulnerable groups.

## Skills

- Knowledge in Border Health and infection prevention.
- In-depth knowledge of the broad range of migration related subject areas dealt with by the Organization and knowledge of United Nations and bilateral donor programming is preferred.
- Excellent oral and written communication skills.

## 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](mailto:HRSRILANKA@iom.int) indicating position applied on subject line by **Sunday 06<sup>th</sup> 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