



## **NATIONAL RESEARCH & PARTNERSHIP OFFICER**

**Open to Internal and External Candidates**

Organizational Unit : **RESEARCH, PARTNERSHIP & COMPLIANCE**  
IOM Classification : **NATIONAL RESEARCH AND PARTNERSHIP OFFICER**  
Duty Station : **COLOMBO**  
Salary Per Month : **LKR 581,720.00 (NO-B)**  
Type of Appointment : **ONE YEAR FIXED TERM**  
Estimated Start Date : **AS SOON AS POSSIBLE**  
Closing Date : **JANUARY 07, 2024**

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 direct supervision of the Chief of Mission (COM) and in close coordination with Resource Management Officer (RMO) and Programme Team Leaders, the incumbent will be responsible for providing overall evidence based information for development strategies as well as resource mobilization at the mission level. In particular, he/she will:

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

1. Undertake constant research/analysis on migration trends in the country and the changing Government of Sri Lanka (GoSL) policies and priorities and advise Senior Management on the development of liaison strategies, and make recommendations on suitable avenues for the achievement of IOM initiatives and objectives.
2. Provide information to the COM, RMO and the team leaders on GoSL rules, procedures and proper approach to the counterparts; Review substantive correspondence from IOM to GoSL officials, and recommend changes based upon knowledge of the GoSL decision-making process.
3. Support the COM to ensure that all the Privileges & Immunities (P&I) agreed between IOM and GoSL through the Cooperation Agreement is received by the mission; Be responsible for ensuring correct protocol in regard to all interactions between IOM and the GoSL.
4. Ensure that the mission is able to obtain in a timely manner the visas for staff (nationals & internationals), airport permits, vehicle licenses / registration for diplomatic vehicles; liaise as required on pending duty exemptions, VAT exemptions, and custom clearance for official import of equipment and vehicles.
5. Analyze the policy level priorities of different donors on migration issues and update the team leaders; Undertake periodic research on funding opportunities available for the mission and work with the team leaders for timely submission of bids and proposals.
6. Review the national & global frameworks on migration and its relevance to Sri Lanka and advise the Senior Management Team (SMT); support team leaders in development of migration related legislations, SOPs and national plan of action.
7. Work closely with the senior managers / team leaders and support in the development of country strategy for IOM Sri Lanka in line with the global and regional strategic framework of IOM.
8. In coordination with COM, ensure timely delivery and submission of internal and external reports required by the mission; Support COM in organizing intra unit and inter unit coordination among different programme units.
9. Support COM in development and dissemination of different communication tools and materials of the mission; Oversee the work of Communications Assistant including mission's social media and web pages.
10. Support COM with promotion of IOM values and compliance at the mission level including standards of conduct, respectful work environment, Prevention of Sexual Exploitation and Abuse (PSEA) and Etc.

### ***Required Qualifications and Experience***

#### **Education**

- Master's Degree in Public Administration, Business Administration, Development Studies or a related field from an [accredited academic institution](#) with two years of relevant professional experience; or
- Bachelors' Degree in the above fields with four (4) years of professional experience in the related field.

## Experience

- Experience in government liaison with the GoSL.
- Previous experience in research, partnership and project management.
- Experience in working with International Organizations and UN.
- Previous Experience in Senior Management Roles and Responsibilities.

## Skills

- Demonstrated competence in GoSL protocol matters.
- Ability to support with adequate levels of information sharing between internal units, cluster partners, IOM and other actors.
- Ability to establish and maintain effective relationships with implementing partners.

## 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 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.

### 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](#))

Kindly submit your application via email to [HRSRILANKA@iom.int](mailto:HRSRILANKA@iom.int) indicating position applied on subject line by **Sunday 07<sup>th</sup> January 2024**.

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

## Posting period:

From 24.12.2023 to 07.01.2024

## *No Fees:*

IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training or other fee). IOM does not request any information related to bank accounts during the selection process.