



NATIONAL PROGRAMME OFFICER / HEAD OF UNIT

Open to Internal and External Candidates

Organizational Unit :	PROTECTION UNIT
IOM Classification :	NATIONAL PROGRAMME OFFICER / HEAD OF UNIT
Duty Station :	COLOMBO
Salary Per Month :	LKR 756,236.00 (NO-C)
Type of Appointment :	ONE YEAR FIXED TERM
Estimated Start Date :	AS SOON AS POSSIBLE
Closing Date :	JANUARY 21, 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 collaboration with the relevant units at the Regional Office and Headquarters (HQ), the National Programme Officer will be responsible and accountable for overall management of the Counter Trafficking, Assisted Voluntary Return, Reintegration, Safe migration, Community level reintegration/stabilization/resilience and other humanitarian assistance projects within the purview of the Protection Unit (PXU)., As the Head of Protection Unit, He/she will be responsible for carrying out following duties and responsibilities:

Core Functions / Responsibilities:

1. Provide analysis and recommendations to CoM on government policies as they relate to Protection, Counter Trafficking, return and reintegration and migration in general.
2. Manage the implementation of all projects falling under the purview of the Protection Unit and be accountable for the sound project financial management thereof.
3. Provide overall leadership and supervision of PXU staff and their capacity building.
4. Submit project progress reports for donors, government and other relevant stakeholders in timely manner and in compliance with donor and IOM requirements.
5. Coordinate with all other Heads of Unit regarding project synergies and overall strategies of the Mission.
6. Act as the focal point within IOM in the implementation of protection related policies in close coordination with Government agencies, UN and civil society organizations.
7. Liaise with regional and global protection/assistance mechanisms such as the Bali process, EVA, HASM, GAF for assisting vulnerable migrants and victims of trafficking.
8. Participate actively in the development of policies, National Action Plans, guidelines and research as appropriate.
9. Provide legal and technical support to law enforcement agencies, Immigration authorities and members of the National Anti-Human Trafficking Task Force (NAHTTF) in identifying, investigating and prosecution of cases of human trafficking, victim protection initiatives and relating to migrant protection and assistance.
10. Maintain effective working relationships with donors and potential donors, liaising, as necessary, with RO for resource mobilization.
11. Act as a member of the mission's management team and contribute to protection mainstreaming across all programmes.
12. Identify new and innovative project ideas, participate in the design and development of project concepts, project proposals and budgets in line with IOM standards.
13. Represent the country office in external meetings, briefings, conferences, UN Working Group meetings and liaise with donors, governmental partners, project partners, think tanks policy centres at the international and national level as directed by CoM.
14. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- Master's degree in law, human rights, International Relations, International Development, Political or Social Sciences, Migration Studies, or a related field from an [accredited academic institution](#) with five years of relevant professional experience; or,
- University degree in the above fields with seven years of relevant professional experience.

Experience

- Previous experience in working with Government policy makers, senior officials at different level is required.
- Experience working in an international organization and knowledge of the UN system.
- Experience in the field of migration and counter trafficking matters, project development and design, project implementation, and administrative and financial management.
- Experience in donor relations and grant management for specific donors of IOM's interest.
- Experience in project development, donor reporting and technical writing and analysis, preferably in the international development/humanitarian sector; and,
- Experience with Results Based Management approach and other strategic planning approaches.

Skills

- Excellent problem solving, critical thinking, communication, teamwork, time management with leadership and Organizational skills are required.
- Presentation and public speaking skills
- Strong analytical and planning skills; capacity to establish working relationships with governmental authorities, national/international institutions and non-governmental Organizations.
- Capacity to supervise and train support staff; ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds.
- Ability to work with accuracy under constraints and pressure, high sense of confidentiality, initiative and good judgment.
- Personal commitment, efficiency, flexibility, drive for results, creative thinking; and,
- Good level of computer literacy, including database applications

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 indicating position applied on subject line by **Sunday 21st January 2024**.

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

Posting period:

From 07.01.2024 to 21.01.2024

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.