



PROJECT COORDINATOR ~ COLOMBO

Open to Internal and External Candidates

Organizational Unit	: PROTECTION UNIT
IOM Classification	: PROJECT ASSISTANT
Duty Station	: COLOMBO
Salary Per Month	: LKR 243,986.00 (G5)
Type of Appointment	: SPECIAL SHORT TERM CONTRACT
Estimated Start Date	: AS SOON AS POSSIBLE
Closing Date	: May 12, 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:

Working under the overall directives of the Head of Protection Unit (PXU) and the direct supervision of the Safe Migration focal point (PXU), the incumbent will be responsible for the following activities:

Core Functions / Responsibilities:

1. Support to analyze the migration-related trends and data in relation to Protection (PXU) work including Community Response Mapping (CRM), Safe Migration Campaign (SMC), Counter Trafficking (CT) and Assisted Voluntary Return and Reintegration programme (AVRR), prepare analytical reports and identify, plan and execute CRM programme activities in coordination with the relevant focal points.
2. Support the implementation of Community Response Mapping (CRM)- IOM's online data platform/dash board, established to enhance two-way communications with target populations by providing a tracking mechanism for incoming calls, texts messages, capturing relevant data and constantly assessing the urgent needs of the target population.
3. Assist in analyzing all feedback collected and ensure trends are recorded and shared on a regular basis and is used to inform Interactive Voice Response (IVR) surveys, safe migration campaigns and AVRR programme.
4. Suggest any modifications and updates to the CRM platform and data collection mechanisms in coordination with the technical focal points in different IOM missions; ensure operations and text-based feedback system of CRM.
5. Collect and update CRM / PXU related data effectively and efficiently by using reporting templates and records, data visualization mechanisms including conducting gender-disaggregated analysis and analysis of trends.
6. Facilitate the implementation of PXU surveys with target populations as needed; prepare infographics to present migration related data for PXU, support updating / further developing of databases.
7. Prepare and update records and other PXU documents on project implementation and outcomes to support compliance with donor requirements; provide administrative support in the drafting of concept notes/project proposals; contribute to reporting and write-ups.
8. Support to create communication materials including infographics and videos to promote safe migration through social media channels.
9. Support to organize and facilitate safe migration training and awareness programmes.
10. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- Bachelor's degree in Communication, Information & Communication Technology, Social Sciences, International Development or related fields from an [accredited academic institution](#) with three (3) years of professional experience in the related field; or
- Minimum five (05) years of related work experience with High School Diploma.

Experience

- Experience in handling data visualization in IT platforms, infographic development, response mapping activities, developing community-based communication programmes is required.
- Experience in data management, retrieval, and development of Information Education & Communication (IEC) materials and reports will be advantageous.
- Previous experience in humanitarian programmes for migrants and capacity-building activities is desirable.

Skills

- Excellent computer literacy and knowledge in data analysis tool.
- Data analytical and visualization skills.
- Coordination and drafting/report writing skills
- Knowledge of UN and bilateral donor programming.

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 12th May 2024**.

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

Posting period:

From 29.04.2024 to 12.05.2024