



## **NATIONAL PROGRAMME OFFICER (LHD)**

**Open to Internal and External Candidates**

Organizational Unit : **LABOUR MOBILITY AND HUMAN DEVELOPMENT (LHD)**  
IOM Classification : **NATIONAL PROGRAMME OFFICER (LHD)**  
Duty Station : **COLOMBO**  
Salary Per Month : **LKR 444,601.00 (NO-A)**  
Type of Appointment : **ONE YEAR FIXED TERM**  
Estimated Start Date : **AS SOON AS POSSIBLE**  
Closing Date : **JULY 04, 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 direct supervision of the Chief of Mission and in close coordination with relevant program heads, the National Programme Officer (Labour Mobility and Human Development) will support the implementation, monitoring and reporting of activities falling within the domain of regular pathways; focusing specifically on labour migration, skills mobility, and country level implementation of Global Compact for Migration (GCM). A significant workload of the incumbent will be in assisting the Colombo Process Technical Support Unit (CPTSU), managed by IOM Sri Lanka:

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

1. Implement programmes on labour migration and skills mobility pathways, including the skills promotion and matching programmes.
2. Provide technical and operational assistance to the Colombo Process Technical Support Unit (CPTSU) in implementing thematic activities, as guided by the member states.
3. Assist in the coordination and monitoring of the operational aspects and interventions of the CPTSU, in accordance with IOM policies and practices as well as donor's requirements; Liaise with the IOM missions in the CP Member States' capitals for implementation of the CP declarations at the national level.
4. Assist the mission in implementing the Global Compact for Migration in Sri Lanka, through the national process and by assisting the United Nations Migration Network in Sri Lanka.
5. Contribute to the mission's initiatives on generating migration related data leading to accurate, timely and effective reporting of migration related indicators of the Sustainable Development Goals.
6. Participate in the preparation of project proposals and a diverse range of communication products, concept notes and other planning documents.
7. Contribute to the development and adjustment of work plans, project budgets, Monitoring & Evaluation (M & E) tools and standard operations procedures.
8. Coordinate timely preparation and dissemination of project reports in accordance with IOM procedures and donor requirements.
9. Liaise and coordinate with donors, partners, United Nations agencies, local authorities and stakeholders and government counterparts as required.
10. Attend relevant conferences, workshops, working groups, interagency coordination meetings, and other forums.
11. Supervise and provide technical guidance to project staff in carrying out their duties.
12. Undertake duty travel as necessary.

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

#### **Education**

- Master's degree in Political or Social Sciences, International Relations, Development Studies, Employment/ labour studies, Migration Studies, Human Rights, Law and/ or any other related field from an [accredited academic institution](#) or,
- University degree in the above fields with two years of relevant professional experience.

#### **Experience**

- Demonstrated experience in implementing labour migration programs, at national or regional level.
- Previous experience in working with migrants, refugees, internally displaced persons, victims of trafficking and other vulnerable groups.
- Experience in liaising with governmental authorities, national/international institutions, United Nations agencies and non-governmental organizations.

#### **Skills**

- Sound knowledge in issues related to overseas employment and contractual labour in Sri Lanka or in the Asian region.
- Strong reporting, writing and research skills, preferably related to labour migration.

#### **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 **Thursday 04<sup>th</sup> July 2024**. Applications without the above mentioned will not be considered and only shortlisted candidates will be contacted.

#### **Posting period:**

From 21.06.2024 to 04.07.2024

#### ***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.