



International Organization for Migration (IOM)

The UN Migration Agency

## **PROJECT COORDINATOR (CT & MM) ~ MALE'**

**Open to External & Internal Candidates**

Organizational Unit : **COUNTER TRAFFICKING & MIGRATION MANAGEMENT**  
IOM Classification : **PROJECT ASSISTANT (CT & MM)**  
Duty Station : **MALE, MALDIVES**  
Salary per Month : **MVR 17,051.33 (G5)**  
Type of Appointment : **CONTRACT BASIS (Special Short Term Contract)**  
Estimated Start Date : **AS SOON AS POSSIBLE**  
Closing Date : **JUNE 23, 2021**

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 supervision of the Chief of Mission and the direct supervision of the Project Officer (Counter Trafficking & Migration Management) Maldives, the incumbent's responsibilities will include the following:

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

1. Provide support to the Project Officer (CT/MM) in the implementation of the Migration Management (MM) and Counter-Trafficking (CT) activities in the Maldives;
2. Monitor and keep abreast of the MM and Trafficking in Persons (TIP) situation in the Maldives, and develop and maintain a knowledge base on these issues;
3. Compile and summarize the needs of relevant Government entities, NGOs and CBOs and make recommendations on how to strengthen their capacities in the context of anti-TIP work;
4. Attend coordination meetings and liaise with partners, including relevant intergovernmental organizations, NGOs and Government entities on routine matters related to CT and MM;
5. Support the Project Officer (CT/MM) to arrange and co-ordinate capacity building workshops;
6. Assist the Project Officer (CT/MM) in providing assistance to victims of trafficking and workers, as and when required;
7. Provide logistical support and coordinate travel and events, including conferences, meetings, trainings, missions and take notes/minutes when implementing project activities;
8. Monitor project implementation in general, and specifically against the Work Plan, project indicators and assumptions, identifying shortfalls in delivery and bringing them to the attention of the Project Officer (CT/MM);
9. Translate, type and proof-read relevant training materials or other documents into Dhivehi as and when requested.

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

#### **Education**

- University degree in Law, Criminology, International Relations, Development Studies, Social Sciences or a related discipline from an accredited academic institution with Three years of relevant professional experience; or
- Minimum Five (5) years related professional experience with High School Diploma.

#### **Experience**

- Experience in project administration, management and technical cooperation; preferably within the international humanitarian field;
- Sound knowledge of human trafficking, organized crimes and related issues;

- Work experience in law enforcement agencies and/or other government entities will be an advantage.

### **Required Skills & Abilities**

- Ability to work effectively & harmoniously with colleagues from varied cultures & professional backgrounds;
- Thorough knowledge of English and Dhivehi; Good communication and interpersonal skills; Excellent drafting, analytical and managerial skills will be an asset.

### **Languages**

Fluency in **English** and **Dhivehi** are required.

### **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.

#### **Other**

Appointment will be subject to certification that the candidate is medically fit for appointment and successful reference checks.

This position will be based in Male, Maldives and may only be filled by the nationals of Maldives. Non- nationals of Maldives will be considered only if they possess right of residence and right to work in the Maldives at the point of application.

Women with the above qualifications are encouraged to apply.

#### **How to apply:**

Interested candidates are invited to submit their **detailed bio data and cover letter including two work related referees (non-related)** via email to [HRSRILANKA@iom.int](mailto:HRSRILANKA@iom.int) indicating position applied on subject line.

Or

by post to Human Resources Department, International Organization for Migration, 80A, Elvitigala Mawatha, 9<sup>th</sup> Floor – Institute of Bankers of Sri Lanka (IBSL) Building, Colombo 08, Sri Lanka, indicating the position applied for on the envelop by **Wednesday 23<sup>rd</sup> June 2021.**

Applications without the above mentioned will not be considered.

Only shortlisted candidates will be contacted.

#### **Posting period:**

From 10.06.2021 to 23.06.2021