



MONITORING, EVALUATION AND REPORTING COORDINATOR ~ COLOMBO

Open to Internal and External Candidates

Organizational Unit	: PROJECT SUPPORT UNIT
IOM Classification	: MONITORING, EVALUATION AND REPORTING ASSISTANT
Duty Station	: COLOMBO
Salary Per Month	: LKR 243,986.00 (G5)
Type of Appointment	: Special Short-Term Graded
Estimated Start Date	: AS SOON AS POSSIBLE
Closing Date	: October 01, 2025, 11.59 PM

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. Read more about diversity and inclusion at IOM at [Diversity and Inclusion at IOM | International Organization for Migration](#) 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:

The International Organization for Migration (IOM) works to encourage social and economic development through migration and remains committed to the principle that humane and orderly migration benefits migrants and society. IOM Sri Lanka works in close partnership with national and local government institutions, non-governmental agencies, community organizations and the donor community to assist national entities to address pressing and complex challenges in migration management, to respond to the needs created by humanitarian emergencies in the country, and to ensure improved living conditions for vulnerable communities.

The Project Support Unit (PSU) works with all IOM Sri Lanka & Maldives programme units to fulfil their project development, reporting and communication requirements. PSU works in line with IOM global guidelines and in coordination with colleagues in the Regional Office for Asia and the Pacific in Bangkok.

Working under the overall supervision of the Chief of Mission, and under the direct supervision of the Head of Project Support Unit, the successful candidate will support the PSU with tasks related to overall mission monitoring and evaluation and will support with project reporting and development.

Core Functions / Responsibilities:

1. Contribute to the development of evaluation tools for programmes in accordance with the M&E plan and proposal/project indicators. Support project units to meet their project reporting requirements.
2. Support the grant closing process including the preliminary review of the final report, data verification, and evaluation requirements.
3. Provide support to planning internal project evaluations in coordination with project managers, project teams and external consultants.
4. Support information data collection for the mission including for the Regional Office and HQ requests for data and information to fulfill the annual and ad hoc requirements.
5. Support project development and donor reporting by providing technical support to project managers, and support the development and revision of results frameworks, log frames, and budgeting for M&E in line with IOM and donor requirements.
6. Train staff on M&E and reporting requirements including on usage of the IOM internal platform, Project Information and Management Application (PRIMA), used for project development, M&E and reporting.

7. Participate at regional level M&E related Networks and the United Nations M&E working groups and M&E communities of practices.
8. Contribute to data collection and information management to meet the requirements of UN M&E mechanisms such as UNINFO.

Required Qualifications and Experience

Education

- Bachelor's Degree in Monitoring and/or Evaluation, Political or Social Sciences, International Relations, Development Economics, Development Statistics, International Development, Law, or related discipline from an [accredited academic institution](#) with three (03) years of professional experience in the relevant field, or;
- Minimum Five (05) years of related work experience with a Diploma in the above fields.

Experience

- Experience in supporting project evaluations is required.
- Experience in development and delivery of M&E trainings is desired.
- Work experience in technical writing, editing, and donor reporting is required.
- Experience with One UN programming and M&E mechanisms (e.g. UNINFO) is desired.
- Experience with global and regional data collection mechanisms (such as the Institutional Questionnaire) is desirable.

Skills

- Demonstrable knowledge of Sri Lanka, Maldives and South Asia political and humanitarian issues is desired.
- Knowledge of M&E systems, M&E methods and approaches at multi-country or multi-project level and information/data analysis.
- High level of professionalism and ability to work under pressure and adhere to deadlines in a complex and fast changing environment.
- In depth knowledge of the broad range of migration related subject areas dealt with by the Organization. Advanced knowledge and skills of computer applications of MS Word, Excel, database management, statistical packages and M&E applications.
- Knowledge of UN and bilateral donor programming.
- Strong interpersonal and teamwork skills; courtesy, tact and the ability to establish and maintain effective working relationships with people of diverse cultural and national backgrounds.
- Advanced research, writing, outreach and communications and IT skills.

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.
- Courage: Demonstrates willingness to take a stand on issues of importance.
- Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

Core Competencies – Behavioral indicators - *level 1*

- Teamwork: Develops and promotes effective collaboration with in 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.

How to apply:

Candidates with the required qualifications and competencies are invited to submit their candidature for the position via the applicable links below by **11:59 PM (Sri Lanka Standard Time, UTC+05:30) on Wednesday, 01 October 2025.**

Internal Candidates - [View the internal job posting](#)

External Candidates - [View the external job posting](#)

Only shortlisted candidates will be contacted.

Posting period:

From 18.09.2025 to 01.10.2025

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.