



## The International Organization for Migration seeks Project Coordinator

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Completed university degree from an accredited academic institution preferably in project management or a related field.

### GENERAL FUNCTIONS:

- Manage the day to day operations in coordination with the Diaspora Focal Point of the Ministry of Foreign Affairs (MoFA) (Diaspora Unit) for the implementation of Grenada's Diaspora Mapping activities.
- Identify main Grenadian diaspora associations and community structures for accessing information in countries of destination.
- Liaise with Consulate and Embassy representatives to coordinate and organise meetings and workshops for diaspora related events in Grenada and North America.
- Assist with the implementation and monitoring of a communication strategy and information campaign, targeting Grenadian embassies, consulates and diaspora associations.
- Assist with drafting Terms of Reference for consultancies as well as overseeing, as needed, the work of consultants based in Grenada.
- Conduct baseline survey to identify diaspora members engaged with the Government of Grenada and supporting development in Grenada.
- Closely and regularly monitor the implementation of project activities as per project plan and budget.
- Develop periodical reports (Interim and Final) to the MoFA, Chief of Mission and/or the donor concerning the activities of the Project.

### COMPETENCIES:

Teamwork, Accountability, Beneficiary Orientation, Communication, Initiative, Leadership and Negotiation, Performance Management, Planning and Organizing, Professionalism, Continuous Learning, Technological Awareness, Resource Mobilization.

START DATE: As soon as possible

LANGUAGES: Required English-fluent

**Interested persons please send a cover letter, resume with references and copies of diplomas to [iomguyana@iom.int](mailto:iomguyana@iom.int) no later than Sunday February 24<sup>th</sup>, 2019. Only shortlisted candidates will be contacted.**