

**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE  
PUBLIC SERVICE COMMISSION REGULATIONS**

- Ministry:** Prime Minister's Office (Home Affairs Division)
- Post:** Migration Coordinator and Researcher
- Salary:** Rs 30,950 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 62,950 (02 061 085)
- Effective Date:** 27 September 2019
- Qualifications:**
- A. A Master's Degree in International Relations or Strategic Business Management or Strategic Business Information Technology or Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
- B. Candidates should –
- (i) reckon at least five years' post-qualification experience including three years' working experience in Migration Affairs;
  - (ii) reckon overseas working experience on a range of different projects demonstrating good coordination skills with international organisation;
  - (iii) be familiar with different types of research methods;
  - (iv) demonstrate good project management skills with proven experience in leading projects;
  - (v) be conversant with methods of delivering learning to facilitate knowledge transfer activities by conducting workshops and other capacity building exercises;
  - (vi) be reliable and possess good interpersonal skills and the ability to take new challenges; and
  - (vii) be computer literate and have a good command of Information Technology.

Candidates should produce written evidence of experience/knowledge claimed.

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**CERTIFIED CORRECT**

.....*S. Chundusing*.....  
**S. Chundusing (Mrs)**  
*for Secretary for Public Service*

**27 September 2019**

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**Role and**

**Responsibilities:**

To be responsible to the Supervising Officer or any other officer designated by him for the coordination, monitoring and evaluation of projects to be implemented while cooperating with national/international organisations to achieve the objectives of the Migration Unit and to implement the Migration and Development Policy goals.

**Duties:**

1. To develop, in collaboration with relevant stakeholders, a National Action Plan while cooperating with governmental, non-governmental and international organisations to better support the Government in fulfilling its local and international commitments on the issue of Migration.
2. To monitor the implementation of the migration policy by Ministries/Departments/Organisations concerned and to report on the progress.
3. To follow up on actions to be taken by different stakeholders involved in the development of the policy and research information to feed various policy-making processes.
4. To carry out research work related to migration with a view to ensuring an efficient undertaking of the policy instruments and to identify gaps related to pertinent migration issues and provide recommendations thereof.
5. To research about international best case practices on the migration agenda and identify pertinent migration thematic areas for development.
6. To manage different migration related projects funded from various international organisations.
7. To review institutional framework in order to identify emerging priorities that could play an important role in enhancing migration management.
8. To improve inter-institutional coordination and cooperation on migration data by establishing a data sharing mechanism and maintaining a database of migration related information that would serve as baseline information for future policy making decision.

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9. To promote –
  - (i) discussion on the linkages between migration and development through various regional and international platforms and assist in preparatory work prior to participation in international conferences and negotiations relating to migration; and
  - (ii) the development of capacities of governmental/non-governmental institutions and other organisations in areas of migration and to organise, deliver, facilitate training workshops on migration.
10. To ensure multi-stakeholders cooperation and partnerships with international organisations.
11. To maximise from the positive outcomes of migration as a tool for socio-economic development with a view to communicating and establishing a network with international organisations dealing with migration issues on a regular basis.
12. To research and identify funding sources, liaise with international funding agencies and assist in resource mobilisation.
13. To use ICT in the performance of his duties.
14. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Migration Coordinator and Researcher in the roles ascribed to him.



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