



VACANCY ANNOUNCEMENTS

IOM, a related Organization of the United Nations, and the leading UN organization in the field of migration, is looking for prospective candidates for the following positions to be based in Colombo. Deadlines for the applications are mentioned below.

Vacancy Number : **VN-17/2024**
Position : **ADMINISTRATIVE EXECUTIVE**
Contract Type : **One Year Fixed Term**
Salary Per month : **As per UN Salary Scale at G4 Level**
Deadline : **4th July 2024**

The candidate must have a Bachelor's degree in Business Administration or a related field from an accredited academic institution with two (02) years of relevant professional experience; or Minimum Four (04) years of related work experience with High School Diploma. Working experience in client services and Microsoft Office applications are required; ability to organize paperwork in a methodical way is desired. Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage. Excellent attention to details and strong coordination skills are required.

Vacancy Number : **VN-18/2024**
Position : **EXECUTIVE ASSISTANT to the Chief of Mission**
Contract Type : **One Year Fixed Term**
Salary Per month : **As per UN Salary Scale at G5 Level**
Deadline : **4th July 2024**

The candidate must have a Bachelor's degree in Business Administration or a related field from an accredited academic institution with three (03) years of relevant professional experience; or Minimum Five (05) years of related work experience with High School Diploma. Experience in liaising with higher officials, government counterparts and UN agencies will be advantageous. Previous experience in a similar capacity and experience in administrative/secretarial support in a multicultural work environment is required. Knowledge of MS Office applications, ability to effectively collaborate and work harmoniously with colleagues from diverse cultural backgrounds is highly desired. Strong drafting, negotiation, analytical and coordination skills are required.

Vacancy Number : **VN-19/2024**
Position : **NATIONAL PROGRAMME OFFICER (LHD)**
Contract Type : **One Year Fixed Term**
Salary Per month : **As per UN Salary Scale at NO-A Level**
Deadline : **4th July 2024**

The candidate must have a Master's degree in Political or Social Sciences, International Relations, Development Studies, Employment/labour studies, Migration Studies, Human Rights, Law or a related field from an accredited academic institution; or Minimum two (02) years of related work experience with a Bachelor's degree in the above fields. Demonstrated experience in implementing labour migration programs, at national or regional level is required. Previous experience in working with migrants, refugees, internally displaced persons, victims of trafficking and other vulnerable groups is desired. Experience in liaising with governmental authorities, national / international institutions, United Nations agencies and non-governmental organizations will be advantageous. Sound knowledge or work experience in issues related to overseas employment and contractual labour in Sri Lanka or in the Asian region is an advantage. Strong reporting, writing and research skills, preferably related to labour migration is advantageous.

Vacancy Number : **SVN-20/2024**
Position : **PROJECT COORDINATOR (LHD)**
Contract Type : **SPECIAL SHORT TERM GRADED**
Salary Per month : **As per UN Salary Scale at G-4 Level**
Deadline : **4th July 2024**

The candidate must have a Bachelor's degree in Political or Social Sciences, International Relations, Development Studies, Migration Studies, Sustainable Development or a related field from an accredited academic institution two (02) years of related work experience; or minimum of four (04) years of relevant work experience with a high school diploma. Experience in working with multilateral initiatives/forums and in organizing international events is advantageous. Experience in liaising with governmental authorities, national / international institutions, United Nations agencies and non-governmental organizations is desired. Knowledge of MS Office applications, ability to effectively collaborate and work harmoniously with colleagues from diverse cultural backgrounds is highly desired.

For more details on job descriptions and instructions on how to apply for the positions, please visit <https://srilanka.iom.int/careers>

Only short-listed applications will be acknowledged.