



VACANCY ANNOUNCEMENT

IOM, a related Organization of the United Nations, and the UN Agency in the field of migration, is looking for prospective candidates for the following position on **One Year Fixed Term Contract**. Deadline for the applications is **9th April 2023**.

Vacancy Number : **VN-09/2023 (Re-Advertisement)**
Position : **MEDICAL ASSISTANT (Multiple Positions)**
Type of Appointment : **One Year Fixed Term**
Duty Station : **COLOMBO**
Salary Per month : **As per the UN Salary Scale at G4 level**

The candidate must have a Bachelor's Degree in Business Management, Administration or a related discipline from an accredited academic institution with two (02) year of professional experience in the related field; or minimum four (04) years of related work experience with a High School Diploma. Experience in computer data entry, elaboration and analysis or call center in a busy institution, preferably within a medical service center will be highly advantageous. Previous experience in secretarial and archival related tasks is desired. High computer literacy in Windows and MS Office is mandatory. Typing speed of at least 60 words per minute is required and knowledge of medical terminology is desired.

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

Only short-listed applications will be acknowledged.