

VACANCY ANNOUNCEMENT

IOM, a related Organization of the United Nations, and the leading UN Organization in the field of migration, is looking for a prospective candidate for the following position on **One Year Fixed Term Contract**. Deadline for the applications is **11th October 2023**.

Vacancy Number : **VN-03/2023 (Re-Ad)**
Position : **SENIOR ADMINISTRATIVE EXECUTIVE (Migration Health)**
Type of Appointment : **One Year Fixed Term**
Duty Station : **COLOMBO**
Salary Per month : **As per the UN Salary Scale at G7 level**

The candidate must have a bachelor's degree in Business Administration, Management Studies, Medical Administration or related field from an accredited academic institution with five (05) years of relevant professional experience; or Minimum seven (07) years of related work experience with High School Diploma. Experience in general office administration or medical administration preferably within a busy medical set up is required. Experience in customer service, liaising or working with service providers, government authorities and senior management is required. Ability to effectively collaborate and work harmoniously with various departments within the organization, implementing partners and colleagues from diverse cultural backgrounds will be an asset. Demonstrated accuracy in handling/reporting data, excellent communication, supervisory and computer skills are strong requirements.

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.