IOM is committed to a diverse and inclusive environment. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:
Working under the overall supervision of the Chief of Mission and the direct supervision of the Chief Migration Health Officer (CMHO), the successful candidate will be responsible for:

Core Functions / Responsibilities:
1. Assist the CMHO in secretarial work in implementing the National Migration Health Policy and the other Migration Health related programmes;
2. Assist in call centre and administrative support in carrying out day-to-day implementation, coordination, and procurement activities related to migration health assessment programme;
3. Assist in organizing meetings, workshops with the various stakeholders relevant to project activities in collaboration with the stakeholders;
4. Assist in preparation of meeting minutes and periodic reports as per the requirement of the migration health and health assessment programmes, identifying and raising issues or deviations;
5. Assist in coordinating, communicating and liaising with the government counterparts, private and public organizations and consultants for the implementation of the projects;
6. Manage Call Center, scheduling appointments and Perform registration, scheduling and tracking of migrants in UKTB GS, MIMOSA and other systems ensuring smooth flow of health assessment activities as and when required;
7. Generate daily, monthly and weekly name-lists, participate in reconciliation of health assessment and financial data as and when assigned;
8. Comply with, and maintain the internal data reporting formats and systems whilst reviewing the data collection system and make suggestions for continuous improvement;
9. Assist in medical documents storage and filing system;
10. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education
- University Degree in Related Field from an accredited academic institution; or an equivalent combination of education, training with One (1) year professional work experience or;
- Minimum Three (3) years related work experience with High School Diploma.

Experience
- Experience in programme coordination and public relations with proven experience in working with clients and the stakeholders;
• Experience within the International Humanitarian Field is preferred.
• Data collection and manipulation experience; clerical work experience is an advantage.

**Required Skills & Abilities**
• IT Literate
• Exceptional interpersonal communication skills
• Computer skills in Microsoft Office, especially Excel and data analysis

**Languages**
Fluency in **English** and **Sinhalese / Tamil** is required; Fluency in all three languages is advantageous;

**Required Competencies**

**Behavioural**
• Accountability – takes responsibility for action and manages constructive criticisms
• Client Orientation – works effectively well with client and stakeholders
• Continuous Learning – promotes continuous learning for self and others
• Communication – listens and communicates clearly, adapting delivery to the audience
• Creativity and Initiative – actively seeks new ways of improving programmes or services
• Leadership and Negotiation – develops effective partnerships with internal and external stakeholders;
• Performance Management – identify ways and implement actions to improve performance of self and others.
• Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility;
• Professionalism - displays mastery of subject matter
• Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation.
• Technological Awareness - displays awareness of relevant technological solutions;
• Resource Mobilization - works with internal and external stakeholders to meet resource needs of IOM.

**Other**
Appointment will be subject to certification that the candidate is medically fit for appointment and successful reference checks.

Women with the above qualifications are encouraged to apply

**How to apply:**
Interested candidates are invited to submit their applications with a detailed bio data and a cover letter including two work related referees (non-related) via email to HRSRILANKA@iom.int indicating position applied on subject line.
Or by post to Human Resources Department, International Organization for Migration, 62 Ananda Coomaraswamy Mawatha, Colombo 03 indicating the position applied for on the envelop by **Sunday 29th April 2018**.

Only shortlisted candidates will be contacted.

**Posting period:**
From 22.04.2018 to 29.04.2018