

## SENIOR ADMINISTRATIVE EXECUTIVE (MH)

### Open to Internal and External Candidates

Organizational Unit	: <b>MIGRATION HEALTH</b>
IOM Classification	: <b>SENIOR ADMINISTRATIVE ASSISTANT (MH)</b>
Duty Station	: <b>COLOMBO</b>
Salary Per Month	: <b>LKR 275,625.00 (G7)</b>
Type of Appointment	: <b>ONE YEAR FIXED TERM</b>
Estimated Start Date	: <b>AS SOON AS POSSIBLE</b>
Closing Date	: <b>FEBRUARY 12, 2023</b>

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to government and migrants.

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:**

Under the overall supervision of the Chief of Mission (CoM) and the direct supervision of the Chief Migration Health Officer (CMHO) the successful candidate will be responsible for the carrying out the following duties and responsibilities in relation to the Migration Health Assessment Centre (MHAC) in Colombo, Sri Lanka. The role of the Senior Administrative Assistant is to support all the Administrative Assistants, and ensure the smooth running of the administrative duties within the Migration Health Department in Colombo, Sri Lanka.

#### **Core Functions / Responsibilities:**

1. Coordinate and ensure that mission wide various internal office administrative support procedures such as document tracking, filing, archiving and monthly reporting are implemented in the migration health department (MHD).
2. Coordinate and ensure that there is a systematic e-archiving system for medical files, blood test results and follow-ups in the MHD.
3. Coordinate and ensure that the MHD is maintaining an orderly storage system for chest X-rays and keeping hard copies of medical documents as required (informed consent, radiologist's report, sputum smear results, pregnancy test results etc.).
4. Implement improvements to strengthen internal control mechanisms; adapt inputs for new procedures to complement or to improve existing instructions/standard operating procedures in order to achieve streamlined efficiencies.
5. Provide feedback on staff allocation to the various sub units in the MHD.
6. With the Resource Management Officer (RMO), coordinate the issuance/renewal of staff contracts, leaves, attendance records maintenance, medical and insurance monitoring and security issues. Act as main liaison between MHD and procurement, finance and HR units for all related activities.
7. Coordinate and ensure that MHD is Maintaining proper inventory control mechanisms and are organizing timely, cost-effective and appropriate procurement and storage of stationeries, IT equipment and consumables, hygiene products, medical supplies and equipment, as needed for the MHD.
8. Coordinate the acquisition, renovation, refurbishment and regular maintenance of the MHD facility.
9. Provide MHD with Standard Operating Procedures (SOP's) in dealing with office's petty cash, providing best practice recommendations. Supervise and monitor MHD reconciliation of service fees and bank statements.
10. Assure correctness of travel authorizations and advise on allowances for staff members leaving on duty travel.
11. In co-ordination with the RMO, participate in budget and expenditures monitoring, monthly and annual financial reporting. Collect relevant statistics and provide financial analysis, in coordination with the head of MHD.

#### **Required Qualifications and Experience**

##### **Education**

- 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

- 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.
- Experience in working in a busy institution, preferably within the international humanitarian organizations, non – governmental or governmental organizations is preferred.

## Skills & Abilities

- 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.

## Languages

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

## Required Competencies

### Values

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

### Core Competencies – Behavioural indicators - *level 2*

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.
- Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

### Managerial Competencies – behavioural indicators

- Leadership: provides a clear sense of direction, leads by example and demonstrates the ability to carry out the organization's vision; assists others to realize and develop their potential.
- Empowering others and building trust: creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- Strategic thinking and vision: works strategically to realize the Organization's goals and communicates a clear strategic direction.

## 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 the following: (Incomplete application will not be considered)

- a. Detailed bio data
- b. Cover letter including two work related referees (non-related)
- c. Pre-screening form ([here](#))

Kindly submit your application via email to [HRSRILANKA@iom.int](mailto:HRSRILANKA@iom.int) indicating position applied on subject line by **Sunday 12<sup>th</sup> February 2023**.

Only shortlisted candidates will be contacted.

## Posting period:

From 29.01.2023 to 12.02.2023