CALL FOR APPLICATIONS

INFORMATION MANAGEMENT ASSOCIATE (SLSCS)

Open to Internal & External Candidates

Organizational Unit	:	**SHELTER, LAND AND SITE COORDINATION SECTOR (SLSCS)**
IOM Classification	:	**INFORMATION MANAGEMENT ASSOCIATE (SLSCS)**
Duty Station	:	**COLOMBO**
Salary per Month	:	**LKR 183,000**
Type of Appointment	:	**SPECIAL SHORT-TERM UNGRADED CONTRACT (4 months)**
Estimated Start Date	:	**AS SOON AS POSSIBLE**
Closing Date	:	**SUNDAY, 04TH JANUARY 2026, 11.59 PM**

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. Read more about diversity and inclusion at IOM at Diversity and Inclusion at IOM | International Organization for Migration 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 direct supervision of the Shelter, Land and Site Coordination Sector Coordinator (IOM), and the overall guidance of the Chief of Mission, the successful candidate will support the Shelter, Land and Site Coordination Sector team and partners within the Sri Lanka response. The successful candidate will play a key role in strengthening sector information management systems and products, and will be primarily responsible and accountable for the following tasks:

Core Functions / Responsibilities:

1. Support data entry, cleaning, and validation of partner reporting to ensure accuracy, consistency, and completeness across sector datasets.

2. Assist in preparing dashboards, infographics, and other information products that visualize key indicators, operational activities, and partner contributions for internal and external audiences.

3. Contribute to the production of timely situation updates, maps, and reports, ensuring alignment with sector priorities and humanitarian standards.

4. Maintain updated contact lists, activity records, and reporting matrices to strengthen partner engagement and coordination.

5. Provide technical support to partners in the use of reporting tools and templates, including troubleshooting and guidance to improve data quality.

6. Assist in monitoring partner reporting compliance and follow-up, highlighting gaps and supporting corrective actions.

7. Support the organization and documentation of sector meetings and workshops, including preparation of presentations, background materials, and minutes.

8. Ensure proper filing and archiving of information management products and datasets in line with IOM procedures and sector standards.

9. Perform any other related duties as may be assigned.

Required Qualifications and Experience

Education
- University degree in Information Management, Statistics, Computer Science, Business Administration, or a related field, from an [accredited academic institution](#) with three (03) years of relevant professional experience; or
- High School Diploma with five (05) years of relevant professional experience.

Experience
- Demonstrated experience in information management systems, data entry, cleaning, analysis, and visualization, including preparation of dashboards, infographics, and reports, is a strong advantage.
- Prior work experience with international humanitarian organizations, non-government or government institutions/organizations in a multi-cultural setting is substantial advantage.
- Experience in humanitarian coordination and development work is desired.
- Experience in partner reporting, contact lists, and activity tracking.

Skills & Abilities
- Proficiency in the use of office software packages (MS Word, Excel, PowerPoint, Outlook) and familiarity with data management tools (e.g., spreadsheets, databases, visualization platforms) are required.
- Knowledge of humanitarian activities and context.
- Awareness of IOM internal procedures, policies and regulations is advantageous.
- Strong knowledge of data management platforms such as KoBo Toolbox, ODK, and Google Forms.
- Ability to use GIS tools (ArcGIS, QGIS) for mapping, spatial analysis and familiarity with data visualization tools (Power BI, Tableau, Excel dashboards).
- Knowledge of UN and bilateral donor programming and data management and activity monitoring.

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 1*
- 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.

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 by **Sunday, 04th January 2026.**

Applications without the above mentioned will not be considered.
Only shortlisted candidates will be contacted.

Posting period:
From 30.12.2025 to 04.01.2026

No Fees:
IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training or other fee). IOM does not request any information related to bank accounts during the selection process.