

CALL FOR APPLICATIONS

FIELD ASSOCIATE (2 positions)

Open to Internal and External Candidates

Organizational Unit : **EMERGENCY RESPONSE UNIT**
IOM Classification : **FIELD ASSOCIATE**
Duty Station : **NUWARA ELIYA & KEGALLE**
Salary Per Month : **LKR 183,000**
Type of Appointment : **SPECIAL SHORT TERM UN-GRADED**
Estimated Start Date : **AS SOON AS POSSIBLE**
Closing Date : **11.59 PM ON 14 JANUARY 2026**

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 overall supervision of the Emergency Coordinator in IOM, and the direct supervision of the Reporting and Information Management (IM) Officer, the Field Associates will be responsible for coordinating the collection of displacement and needs data in the field. In particular, s/he will:

Core Functions / Responsibilities:

1. Oversee/supervise field staff in their district. Support the management and coordination of their day-to-day activities.
2. Support the Emergency Coordinator and Reporting & IM Officer by providing regular updates on the situation, including challenges faced by field teams, and by suggesting context-relevant solutions.
3. Act as the focal point for receiving data from the field teams, ensuring it is uploaded/entered on the Kobo tool, and coordinating with field staff if clarifications or further data are needed.
4. Oversee the work of the Implementing partners and ensure adherence to IOM rules and regulations in coordination with the relevant units in the country Office.
5. Support Emergency Coordinator and Reporting & IM Officer on development, translation and delivery of training materials for the field staff in their district
6. Respond in a timely manner to ad hoc requests for information, statistics, and reports from other internal units.
7. Prepare and follow up on all administrative forms (Timesheets, Leave Requests, Road Mission Requests, Procurement Requests, and other forms) related to Data Tracking Matrix (DTM) or other data collection activities.
8. Keep all HR, finance, and logistic files in order and up-to-date and provide scanning services as required.
9. Coordinate with IOM HR in the recruitment of staff, consultants and sourcing of personnel.
10. Liaise with IOM HR unit to ensure contracts issuance or extensions, as well as maintenance of various personnel records and files up to date.
11. Guide project team leaders and enumerators and ensure appropriate filing of all the program related documentation, procurement and other operational documents, contracts, agreements, PRs, POs and CRFs.
12. Lead the coordination with local partners as necessary and ensure development of partnerships to facilitate effective implementation of the programme.
13. Perform any other related tasks assigned.

Required Qualifications and Experience

Education

- Bachelor's Degree in Development Studies, International Relations, Social Science, Law or any other relevant fields from an [accredited academic institution](#) with three (03) years of relevant professional experience; or
- Minimum of 5 years relevant work experience with a high school diploma.

Experience

- Experience in project implementation, coordination and Administration.
- Experience in coordinating with local authorities such as District/Divisional Secretariat (DS), and Grama Niladhari (GN) divisions.
- Experience in managing data collection for humanitarian and social assessment cycles.
- Experience in working with UN HR and admin processes.
- Experience in assisting with field activities, data collection, or beneficiary support, preferably with UN agencies, international organizations, and NGOs.

Skills & Abilities

- Strong familiarity with the district administrative and social set up and having working relationships with local government and Civil Society Organizations.
- Good organizational and time management skills with attention to detail.
- Knowledge of spreadsheets and data entry in Excel and Kobo.
- Ability to maintain accurate records and compile information clearly and systematically.
- Proficient in the use of MS Office applications (Word, Excel, Outlook).

Languages

Fluency in **English** and Proficiency in **Sinhala and/or Tamil** are required.

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.

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 documents:

- a. Detailed bio data
- b. Cover letter including two work-related referees (non-related)

Kindy submit your application via email to HRSRILANKA@iom.int indicating position title and your preferred duty station/s on subject line by Wednesday 14th January 2026.

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

Posting period:

From 09.01.2026 to 14.01.2026

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.