

## **CALL FOR APPLICATIONS**

### **JUNIOR PROCUREMENT & LOGISTICS EXECUTIVE**

#### **Open to Internal and External Candidates**

Organizational Unit : **PROCUREMENT & LOGISTICS UNIT**

IOM Classification : **JUNIOR PROCUREMENT AND LOGISTICS  
ASSISTANT**

Duty Station : **COLOMBO**

Salary Per Month : **LKR 117,000**

Type of Appointment : **SPECIAL SHORT TERM UNGRADED (5 months)**

Estimated Start Date : **AS SOON AS POSSIBLE**

Closing Date : **11.59 PM ON 27 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 Resource Management Officer of IOM Sri Lanka & Maldives and the direct supervision of the Senior Procurement & Logistics Assistant / Head of Procurement & Logistics Unit, the successful candidate will be responsible and accountable for the following duties:

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

1. Assisting with bids collection and purchasing of materials, equipment, and services based on established procurement procedures by ensuring proper tracking and timely delivery.
2. Issuing GRN & SRN, collect the approval and process the payment to the vendors and follow-up with the relevant parties until transfer the fund and keep records.
3. Monitor the office supplies & stationary inventory, issue the stock item, maintain the records and maintain the average stock levels.
4. Create the vendors, upload changes of the vendors and evaluate the vendors periodically.
5. Assist Asset controller to maintain fixed assets registry for all IOM office in Sri Lanka, ensure that it is updated on a regular basis and record all relevant information in relation to the use and return of any fixed asset borrowed by the staff.
6. Maintain an office supplies registry and conduct regular stock taking to ensure that stationery and cleaning supplies are replenished in a timely manner.
7. Assisting with logistics services including maintenance of building, maintenance of IOM vehicles and repair of IOM assets.
8. Assisting with vehicles status, fuel consumption reports and checking vehicle logbook.
9. Assisting with booking of hotels and venues for staff on TDY stays, meetings, training and workshops.
10. Coordinating with Finance departments on logistics/procurement related issues.
11. Undertake other duties that may be assigned from time to time which are commensurate to the position.

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

##### ***Education***

- Bachelor's Degree in Supply Chain, Logistics, Business Management or related field from an accredited [accredited academic institution](#) with 1 year of professional experience

- Diploma in the above fields with 3 years of professional experience

### **Experience**

- Previous experience in engaging in procurement and logistics related tasks.
- Experience in working in a multicultural work setting is desired.
- Previous experience in working with vendors will be advantageous.

### **Skills**

- Strong analytical, Interpersonal and communication skills.
- Relationship management, Time management and negotiation skills.
- Knowledge of the procurement guidelines and ethics

### **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.

### **Other:**

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

### **How to apply:**

Candidates with the required qualifications and competencies are invited to submit their candidature for the position via the applicable links below **by 11.59 PM (Sri Lanka Time), Tuesday 27<sup>th</sup> January 2026**.

[\*\*View the internal job posting - Internal Candidates\*\*](#)

[\*\*View the external job posting - External Candidates\*\*](#)

Only shortlisted candidates will be contacted.

**Posting period:** From 23.01.2026 to 27.01.2026

**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