

## **ADMINISTRATIVE EXECUTIVE (MHD) – Expedited SVN**

**Open to Internal Candidates**

Organizational Unit	: <b>MIGRATION HEALTH DIVISION (MHD)</b>
IOM Classification	: <b>ADMINISTRATIVE ASSISTANT (MHD) – 2 positions</b>
Duty Station	: <b>COLOMBO</b>
Salary Per Month	: <b>LKR 243,986.67 (G5)</b>
Type of Appointment	: <b>SPECIAL SHORT TERM GRADED</b>
Estimated Start Date	: <b>AS SOON AS POSSIBLE</b>
Closing Date	: <b>03 FEBRUARY 2026, 11.59 PM</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. Read more about diversity and inclusion at IOM at [Diversity and Inclusion at IOM | International Organization for Migration](#) Internal candidates are eligible to apply to this vacancy.

### ***Context:***

Working 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 Unit (MHD) in Colombo, Sri Lanka.

### **Responsibilities and Accountabilities:**

1. Coordinate and ensure that various internal office administrative support procedures such as document tracking, filing, archiving system for medical files, blood test results and follow-ups.
2. Coordinate and maintain the systematic e-archiving system for medical files, blood test results and follow-ups.
3. Prepare mail out lists for the embassies; liaise with the embassies regarding the processing status of immigrants and dispatch of the documents.
4. Set up and maintain an orderly storage system for chest x-rays and keep hard copies of medical documents (informed consent, radiologist's report, sputum smear results, pregnancy test results, etc.)
5. Photocopy and scan medical documents as necessary.
6. Provide feedback on staff allocation to the various units within the Migration Health Division (MHD).
7. 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.
8. Receive all completed medical deferrals/furtherance, x-rays and other documents from MHD, update the reception of the same in the database and forward to the migration health physician for clearance.
9. With the Resource Management Officer (RMO) coordinates 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.
10. Provide feedback on staff allocation to the various units within Migration Health Division (MHD).
11. Maintain an inventory and organize timely, cost-effective and appropriate procurement and storage of stationeries, IT equipment and consumables, hygiene products, medical supplies and equipment, as needed for the Migration Health Division (MHD).
12. Coordinate the acquisition, renovation, refurbishment and regular maintenance of the Migration Health Division facility with the MHD supervisor.
13. Administer the office's petty cash and submit the necessary reports to supervisor. Ensure reconciliation of service fees and bank statements.
14. Assure correctness of travel authorizations and advise on allowances for staff members leaving on duty travel.
15. In co-ordination with the RMO, participate in budget and expenditure monitoring monthly and annual financial reporting. Collect relevant statistics and provide financial analysis, in coordination with the Migration Health Division (MHD) supervisor.
16. Perform such other duties as may be assigned.

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

### **Education**

- Bachelor's degree in Administration Management/ Medical Administration or a related field from an [accredited academic institution](#) with at least three (03) years of relevant working experience; or
- Minimum five (05) years of related work experience with High School Diploma.

### **Experience, Skills and Abilities**

- Knowledge and experience in administration, procurement or accounting.
- Experience in working with refugees/migrants in a medical setting is an advantage.
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is preferred.
- Demonstrate accuracy in handling and reporting data.
- At least an intermediate level of MS Office skills.
- Organizational and Communication skills.

### **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.
- Courage: Demonstrates willingness to take a stand on issues of importance.
- Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

### **Core Competencies** – Behavioral indicators - *level 1*

- Teamwork: Develops and promotes effective collaboration with in 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 Standard Time, UTC+05:30) on Tuesday, 03 February 2026.**

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

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

Only shortlisted candidates will be contacted.

### **Posting period:**

From 29.01.2026 to 03.02.2026

### ***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.