



INTERN (HR)

Open to Internal and External Candidates

Organizational Unit	: HUMAN RESOURCES
IOM Classification	: INTERN (HR)
Duty Station	: COLOMBO
Salary Per Month	: LKR 50,000.00
Type of Appointment	: 6 MONTHS CONTRACT (With the possibility of extension up to 9 months)
Estimated Start Date	: AS SOON AS POSSIBLE
Closing Date	: October 06th, 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 Head of Resource Management (HoRM) and direct supervision of the Head of Human Resources; the successful candidate will be assigned with the following learning objectives / tasks;

Learning Objectives:

1. Assist the Human Resource Unit with administrative support as required (such as filing, scanning, compiling documents etc.).
2. Support the process of digitalizing & archiving the Personnel files systematically as per IOM guidelines.
3. Assist in drafting HR communication materials including newsletters, leaflets, flyers, presentations and infographics in line with organization's communication standards.
4. Provide support to the National HR officer in other HR functions when required.
5. Engage with colleagues in the unit and be open to learning other areas of HR.
6. Any other duties as assigned within the capacity of the intern.

Required Qualifications and Experience

Education

- Graduate / Final Year Undergraduate of a university degree program in Human Resources Management, Business Administration, Law, or a related field from an [accredited academic institution](#).

Skills & Expertise

- Good understanding of the purpose of HR functions in an organization and best HR practices.
- Basic understanding of inclusive, respectful, and culturally sensitive approaches when operating within a multicultural work setting.
- Ability to draft leaflets, flyers, presentations and infographics for regular HR initiatives using the latest designing and communication tools/applications.
- Ability to draft clear emails and good working knowledge of Microsoft Office applications, including Word, PowerPoint, Excel, and Outlook.
- Ability to work independently with minimal supervision while receiving constructive feedback when necessary.

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, successful reference checks and funding availability.

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 06th October 2026.**

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

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

Only shortlisted candidates will be contacted.

Posting period: From 29.09.2026 to 06.10.2026

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.