



Pre-Screening Form

VN07/2024 Senior Administrative Executive (Migration Health) - Colombo

Candidate's Name: Click or tap here to enter text.

NIC Number: Click or tap here to enter text.

Passport Number: Click or tap here to enter text.

IOM Experience:	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>

Required Qualifications & Experience:	Yes	No
Bachelor's Degree in Business Administration, Management Studies, Medical Administration or related field from an accredited academic institution with five (05) years of relevant professional experience	<input type="checkbox"/>	<input type="checkbox"/>

OR

Minimum Seven (07) years of related work experience with High School Diploma	<input type="checkbox"/>	<input type="checkbox"/>
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Experience in general office administration or medical administration preferably within a busy medical set up	<input type="checkbox"/>	<input type="checkbox"/>
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Experience in customer service, liaising or working with service providers, government authorities or senior management	<input type="checkbox"/>	<input type="checkbox"/>
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Preferred Skills & Abilities:	Yes	No
Ability to effectively collaborate and work harmoniously with various departments within the organization, implementing partners and colleagues from diverse cultural backgrounds	<input type="checkbox"/>	<input type="checkbox"/>
Previous experience in working with vulnerable groups.	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrated accuracy in handling/reporting data, excellent communication, supervisory and computer skills.	<input type="checkbox"/>	<input type="checkbox"/>

Language	READ			WRITE			SPEAK		
	Excellent	Good	Poor	Excellent	Good	Poor	Excellent	Good	Poor
English	<input type="checkbox"/>								
Sinhala	<input type="checkbox"/>								
Tamil	<input type="checkbox"/>								

Disclaimer

I certify that above information provided is true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in disqualification.