



ADMINISTRATIVE EXECUTIVE ~ COLOMBO

Open to Internal & External Candidates

Organizational Unit	: COMMON SERVICES UNIT
IOM Classification	: ADMINISTRATIVE ASSISTANT
Duty Station	: COLOMBO
Salary per Month	: LKR 119,334.10 (G4)
Type of Appointment	: CONTRACT BASIS (Special Short Term Contract)
Estimated Start Date	: AS SOON AS POSSIBLE
Closing Date	: JUNE 05, 2022

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. 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 in Sri Lanka and direct supervision of the National Human Resources Officer (NHRO); the successful candidate will be responsible and accountable for the following duties:

Core Functions / Responsibilities:

1. Arrange appointments for the supervisor, receive visitors, place and screen telephone calls and respond to routine requests for information;
2. Provide office, administrative and logistics support to meetings, committees, conferences, etc.;
3. Review, record, distribute and process incoming mail and correspondence; follow-up on pending actions;
4. Respond or draft responses to standard/ routine correspondence and other communications; use word processing package to produce a wide variety of large, complex documents and reports;
5. Proofread documents and format texts for accuracy, grammar, punctuation and style, as well as for adherence to established standards;
6. Perform the role of Time-keeper in SAP/ PRISM (IOM HRIS system) ; maintain, update and reconcile leave quotas based on supporting documentation; generate and edit leave-related reports; respond to general questions concerning leave administration; guide staff on request and approval procedure in PRISM;
7. Support the organization of meetings, training activities and other events by carrying out logistical activities such as arrangement of meeting facilities, equipment, materials, preparation of correspondence and drafting and assembling of documents.
8. Research, compile and organize information and reference materials from various sources for reports; create spreadsheets and presentations; manage and update databases for mailing lists and other information; and maintain electronic and paper files;

Required Qualifications and Experience

Education

- Bachelor's degree in Business Administration or a related field from an accredited academic institution with two (02) years of relevant professional experience; or
- Minimum Four (04) years of related work experience with High School Diploma.

Experience

- Working experience in general administration.
- Familiar with the UN common system or similar systems is an advantage;
- A high degree of computer literacy with proficiency in Microsoft Office applications e.g. Word, Excel, PowerPoint, E-mail, Outlook;

- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

Skills

- Good interpersonal skills
- Attention to detail, ability to organize paperwork in a methodical way;
- Discreet, details and clients-oriented, patient and willingness to learn new things;

Languages

Fluency in **English** and **Sinhalese / Tamil** is required; Fluency in multiple 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 1*

- 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.

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)
- c. Pre Screening Form ([Here](#))

Kindly make the submission via email to HRSRILANKA@iom.int indicating position applied on subject line by **Sunday 05th June 2022**.

Only shortlisted candidates will be contacted.

Posting period:

From 23.05.2022 to 05.06.2022