

ADMINISTRATIVE EXECUTIVE (MHD)

Open to Internal and External Candidates

Organizational Unit	: MIGRATION HEALTH DIVISION (MHD)
IOM Classification	: ADMINISTRATIVE ASSISTANT (MHD)
Duty Station	: COLOMBO
Salary Per Month	: LKR 243,986.67 (G5)
Type of Appointment	: ONE YEAR FIXED TERM CONTRACT
Estimated Start Date	: AS SOON AS POSSIBLE
Closing Date	: December 15th, 2024

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:

Working under the overall directives of the Chief Migration Health Officer (CMHO) and the direct supervision of the Senior Administrative Executive, the successful candidate will be responsible and accountable for providing support to the Migration Health Division (MHD) with its administrative functions.

Core Functions / Responsibilities:

1. Monitor daily cash collection activities.
2. Verify and prepare daily cash collection summaries and submit for necessary approvals and processing.
3. Maintain daily, weekly and monthly records of health assessment fees, and e-filing.
4. Administer the MHD office's petty cash, submit the necessary reports to the supervisor and reconcile service fees & bank statements.
5. Maintain records of project expenses, commitments, and project balances based on monthly financial records.
6. Assist in the monitoring of budget versus actual financials for the operational activities.
7. Raise Purchase Requisitions (PRs) for MHD supplies timely and in coordination with the unit heads and the program manager.
8. Maintain a record of PRs and follow up to ensure timely and uninterrupted MHD supplies.
9. Maintain a filing system and ensure that all MHD financial documents and paid vouchers are properly filed and updated in the order in which they are entered in PRISM.
10. 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.
11. Coordinate the issuance/renewal of staff contracts, leaves, attendance records maintenance, medical and insurance monitoring and security issues with the Resource Management Officer.
12. Support in liaising between MHD and Procurement, Finance and Human Resources units for all related activities.
13. Maintain 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 MHD.
14. In co-ordination with the National Finance Officer, participate in budget and expenditures monitoring, monthly and annual financial reporting. Collect relevant statistics and provide financial analysis, in coordination with the CMHO and Senior Administrative Executive.

Required Qualifications and Experience

Education

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

Experience

- Experience in administration, procurement or accounting/Finance is required.
- Experience in working with refugees or 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.

Skills

- Proficiency in Microsoft Office applications including Word, Excel, PowerPoint, e-mail, Outlook.
- Strong organizational skills with attention to details.
- Excellent communication skills.
- Ability to organize paperwork methodically and maintain discretion in handling sensitive information.
- Client-oriented approach, patience, and a willingness to learn new knowledge.

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:

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 submit your application via email to HRSRILANKA@iom.int indicating position applied on subject line by **11.59 PM, Sunday 15th December 2024**.

Applications without the above mentioned will not be considered.

Only shortlisted candidates will be contacted.

Posting period:

From 01.12.2024 to 15.12.2024

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.