



Pre-Screening Form

VN28/2024 Administrative Assistant (MHD) – 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

Yes No

Required Qualifications: Yes No

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 Yes No

OR

Minimum five (05) years of related work experience with High School Diploma Yes No

Experience in administration, procurement or accounting/Finance Yes No

Proficiency in Microsoft Office applications including Word, Excel, PowerPoint, e-mail, Outlook Yes No

Preferred Qualifications: Yes No

Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting Yes No

Experience in working with refugees or migrants in a medical setting Yes No

Ability to organize paperwork methodically and maintain discretion in handling sensitive information Yes No

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