

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

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

OR

Minimum five (05) years of related work experience with High School Diploma

Experience in administration, procurement or accounting/Finance

Proficiency in Microsoft Office applications including Word, Excel, PowerPoint, e-mail, Outlook

Preferred Qualifications:

Yes No

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

Experience in working with refugees or migrants in a medical setting

Ability to organize paperwork methodically and maintain discretion in handling sensitive information

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.