



## **INTERN – ICT**

**Open to Internal and External Candidates**

Organizational Unit	: <b>IT UNIT</b>
IOM Classification	: <b>INTERN</b>
Duty Station	: <b>COLOMBO</b>
Salary Per Month	: <b>LKR 50,000.00</b>
Type of Appointment	: <b>6 MONTHS CONTRACT (With the possibility of extension up to 9 months)</b>
Estimated Start Date	: <b>AS SOON AS POSSIBLE</b>
Closing Date	: <b>May 05<sup>th</sup>, 2025</b>

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 Head of Resource Management and direct supervision of the Senior ICT Executive; the successful candidate will be assigned with the following learning objectives / tasks;

### ***Learning Objectives:***

1. Technical Support: Learn to troubleshoot hardware, software, and network issues while adhering to organizational ICT policies. They gain practical experience in supporting end-user applications, installing and configuring IT equipment, and onboarding new employees by setting up accounts and devices.
2. System Maintenance: Monitor system reliability and security, manage backups and disaster recovery plans, and perform routine maintenance of computers and printers.
3. Network Management: Diagnose connectivity issues, install network equipment, run cables, label devices, and coordinate with service providers under supervision.
4. Software Development: Take part in requirement gathering, code reviews, application testing, automation scripting, and training staff on data visualization tools.
5. Data Management: Tasks include organizing databases, migrating data to cloud storage, and coordinating with teams for data preparation.
6. Administrative Tasks: Interns prepare reports, manage documentation files, monitor emails/tickets, maintain IT assets inventory, and order replacement equipment.

### ***Required Qualifications and Experience***

#### **Education**

- Graduate / Final Year Undergraduate of a university degree program in Computer Engineering, Computer Science or a related field from an [accredited academic institution](#).

#### **Experience**

- Experience in networking environment (LAN/WAN) and network/desktop support.
- Previous Internship experience within the humanitarian sector will be an asset.

#### **Skills**

- Knowledge in Database Development and Administration, Network Design and Administration, Microsoft Office Applications and Programming and Software Engineering are required.
- Ability to handle work efficiently with minimal supervision and understanding of the importance of close teamwork.

**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:**

Kindy submit your application via email to [HRSRILANKA@iom.int](mailto:HRSRILANKA@iom.int) indicating position applied on subject line by **11.59 PM (Sri Lanka Time) on Monday 05<sup>th</sup> May 2025**. (Re-advertised with revised application deadlines.)

Applications without the above mentioned will not be considered.  
Only shortlisted candidates will be contacted.

**Posting period:**

From 22.04.2025 to 05.05.2025

**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.