



IOM International Organization for Migration  
OIM Organisation Internationale pour les Migrations  
OIM Organización Internacional para las Migraciones

## **Vacancy Notice**

### **For Short-term (2-3 months) Positions**

### **Open to External Candidates**

**IOM, acting as implementing partner for the European Commission, is seeking to recruit a number of local staff for support functions assigned to the European Union Election Observation Mission (EU EOM) in Sri Lanka. All positions are short term assignments (2 to 3 months) based in Colombo (or in the regions of Sri Lanka) and offer successful applicants the opportunity to gain valuable experience of working for an International Organization.**

**All candidates, should be non-partisan and willing and flexible to work in an environment with an intensive workload, have excellent command of English, good analytical and drafting skills and be familiar with MS Windows, Excel and Outlook. Candidates must be willing to work flexible hours and be able to perform under tight deadlines. Female candidates are encouraged to apply.**

### **VNE-15 Finance & Contracts Expert Assistant (2 Position)**

Under the overall supervision of the Finance & Contracts Expert, the **Finance & Contracts Expert Assistant** will perform the following tasks: Facilitate the administration arrangements for the mission in close collaboration with the Finance & Contracts Expert; Ensure that briefings from IOM cover all areas relevant to the observers including the administration. Assist in the recruitment of local staff and prepare contracts/payroll according to IOM and EC regulations; goods receipt of purchased items; invoice verification, and ensure proper archiving of financial or invoice-related documentation. Assist in establishing smooth and transparent cooperation with mission experts. Assist in planning and organizing the deployment of international staff and related disbursement of cash advances. She/he will participate in staff briefings, debriefings and team meetings as required and perform any other duties that may be required. Desirable qualifications include a degree in Business Administration or related field. The candidate must have at least 3 years of professional experience performing similar functions in an International Organization or NGO. The candidate must be willing to work flexible working hours and under tight deadlines. Excellent English communication skills are essential. Fluency in any other local language would be an asset. Proficiency in word processing and other Microsoft software required

Applications should be submitted **by email to [recruitment@eueomsrilanka2024.eu](mailto:recruitment@eueomsrilanka2024.eu)** as soon as possible and, at the latest, by **18 August 2024, clearly stating the position VNE number in the subject line.**

Each application should include a CV and a short cover letter **in English only**, plus **full contact details**. Only short-listed candidates will be contacted. Immediate availability to start working is required.