



OFFICE AIDE ~ COLOMBO

Open to Internal & External Candidates

Organizational Unit	: COMMON SERVICES
IOM Classification	: OFFICE AIDE
Duty Station	: COLOMBO
Salary per Month	: LKR 67,926.92 (G1)
Type of Appointment	: CONTRACT BASIS (Special Short-Term Contract)
Estimated Start Date	: AS SOON AS POSSIBLE
Closing Date	: APRIL 24, 2022

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:

Working under the overall directives of the Resource Management Officer (RMO) and the direct supervision of the National Human Resources Officer (NHRO), the incumbent will perform the following activities:

Core Functions / Responsibilities:

1. Be responsible for the cleanliness and upkeep of the relevant office premises, including vacuuming, cleaning and garbage disposal of office areas, corridors, balconies and toilets.
2. Maintain adequate stocks of cleaning materials, toiletries and other consumables as required; re-stock as required.
3. Be responsible for the maintenance of the surrounding garden area; including landscaping, watering, fertilizing and maintenance of shrubs and trees.
4. Prepare and serve tea to IOM staff and visitors.
5. Assist with photocopying, collating and scanning documents; send faxes.
6. Support office re-cycling initiative, and distribution of documents/ packages as required.

Required Qualifications and Experience

Education

- GCE Ordinary Level; or an equivalent combination of education, experience, and training; or
- Minimum 1-year related work experience.

Experience

- Experience in an office environment preferably within the international humanitarian field.
- Experience in Tea Making, Gardening, Maintaining cleanliness in an office setting.
- Knowledge in document scanning and filing will be advantageous.

Skills & Abilities

- Ability to take up responsibilities and work with minimum supervision.
- Ability to work effectively in a busy work environment.
- A good team player and ability to understand instructions in English Language.

Languages

Fluency in **English** and **Sinhalese / Tamil** is required; Fluency in multiple 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 1

- 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.

Women with the above qualifications are encouraged to apply.

How to apply:

Interested candidates are invited to submit their **detailed bio data and cover letter including two work related referees (non-related)** via email to HRSRILANKA@iom.int indicating position applied on subject line.

Or

by post to Human Resources Department, International Organization for Migration, 80A, Elvitigala Mawatha, 9th Floor – Institute of Bankers of Sri Lanka (IBSL) Building, Colombo 08 indicating the position applied for on the envelop by **Sunday 24th April 2022**.

Applications without the above mentioned will not be considered.

Only shortlisted candidates will be contacted.

Posting period:

From 11.04.2022 to 24.04.2022