



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-12 Project Manager Assistant (1 Position)

Under the overall supervision of the Project Manager, the **Project Manager Assistant** will ensure the effective and efficient functioning of the office and work in close collaboration with internal partners/agencies to ensure efficient flow of information and actions on instructions. Essential functions include arranging appointments and meetings, contacting and liaising with high-ranking representatives and officials, acting as interpreter and/or taking minutes as and when required, following up on deadlines and commitments made, preparing informal translations and any other duties assigned by the Project Manager. Desirable qualifications include a degree or appropriate higher education qualification and 3 years of relevant experience (preferably in international NGOs or international organizations). 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** 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.