



## VACANCY ANNOUNCEMENT

IOM, a related organization of the United Nations, and the leading UN organization in the field of migration, is looking for prospective candidates for the following position on **One Year Fixed Term Contract**. Deadline for the applications is **11<sup>th</sup> February 2024**.

Vacancy Number : **VN-06/2024**

Position : **SENIOR ADMINISTRATIVE COORDINATOR  
(MIGRATION HEALTH)**

Duty Station : **COLOMBO**

Salary Per month : **As per UN Salary Scale at G7 Level**

The candidate must have a degree in Business Administration, Management Studies, Medical Administration, or a related field from an accredited academic institution with Five (05) years of professional experience in the related field; or minimum Seven (07) years of related work experience with High School Diploma. Experience in general office administration or medical administration preferably within a busy medical set up is required. Experience in customer service, liaising or working with service providers, government authorities and senior management is required. Experience in working in a busy institution, preferably within the international humanitarian organizations, non – governmental or governmental organizations is preferred.

For more details on job description and instructions on how to apply for the position, please visit <https://srilanka.iom.int/careers>

**Only short-listed applications will be acknowledged.**