



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-13 Operations Expert Assistant (2 Position)**

Under the overall supervision of the Operations Expert, the **Operations Expert Assistant** will perform operations and administrative activities relative to the operational aspects of the project, such as the transport of personnel and cargo by land and air (car fleet supervision, flight booking and shuttle service), logistics and procurements (supervision of diverse kits and briefing packs assembling) etc. in close collaboration with the EU EOM office in Sri Lanka to ensure the efficient implementation of all instructions. 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](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.