



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-19 Data Entry Clerk (3 Positions - 8 working days)

Under the overall supervision of the Data Analyst, the **Data Entry Clerk** will support the Data Analyst in processing election observation forms received from observers on Election Day in support of the design of analytical tools for the treatment of key election findings. Candidates should be ready to work under time pressure within a very flexible working hours scheme. Candidates should have a good understanding of statistical software and have experience in data entry processing (candidates will be tested for their understanding of data entry processing). Excellent English communications skills are essential. Proficiency in word processing and other Microsoft software required. The 8 working days will be centre around Election Day.

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.