



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.

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VNE-9 Data Analyst Assistant (1 Position)

Under the supervision of the Data Analyst, the **Data Analyst Assistant** will support the Data Analyst in the design of analytical tools for the treatment of key election findings based on observation data collected by observers. Candidates should be ready to work under time pressure within a very flexible working hours scheme. Desirable Qualifications include: Degree in Mathematics, Statistics or related field, relevant professional experience of at least 3 years (preferably with International Organizations or NGOs). Excellent understanding of statistical software programs and English communication skills are essential. Proficiency in word processing and other Microsoft software required.

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VNE-18 Receptionist / Secretary (1 Position)

Under the overall supervision of the Project Manager, the **Receptionist / Secretary** will maintain and implement protocol procedures. She/he prepares high-quality briefing materials for supervisors' appointments, meetings, and missions. The ability to prepare informal translations and manage core team missions and representation schedules is requested. The candidate must be able to draft correspondence and directives and follow them when required. As a Receptionist, she/he will screen all incoming calls and correspondence, present proposals to eliminate communication bottlenecks in the office and streamline office procedures between the core team office and the subordinate units. She/he will maintain and update rosters of high-level partners and telephone lists, coordinate the information flow in the office, and follow on circulation files. She/he will perform other duties as assigned. Desirable qualifications include a degree in Business Management or a related field and relevant professional experience of at least 2 years (preferably with International Organizations or NGOs). Excellent English communication skills are essential. Fluency in any other local language would be an asset.

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VNE-6 Media Analyst Assistant (1 Position)

Under the supervision of the Media Analyst, the **Media Analyst Assistant** will provide technical and administrative support to the Media Analyst/Social Media Analyst, such as providing information on the campaign and the media and monitoring the political content of media. Assist in the preparation of a written report on the media for the Final Report. Any other tasks as may be required. Desirable qualifications include a degree in Journalism, Communication, Public Relations or other related field and relevant professional experience of at least 3 years (preferably with International Organizations or NGOs). Excellent English communication skills and the ability to work in a team are essential. Fluency in any other local language would be an asset.

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VNE-3 Legal Analyst Assistant (1 Position)

Under the overall supervision of the Legal Analyst, the **Legal Analyst Assistant** will perform the following tasks: Translate and analyse the election legislation and documents, arrange meetings with high ranking officials, interpret and take minutes of meetings, gather and analyse information, assist in the preparation of reports, and any other duties assigned by the Legal Analyst.

Desirable Qualifications include: Degree in Political Science, Human Rights laws, regulations and procedures, or related field. Relevant professional experience of at least 3 years (preferably with International Organizations or NGOs in the related field). Excellent English communication skills are essential. Fluency in any other local language would be an asset.

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VNE-2 Election Analyst Assistant (1 Position)

Under the overall supervision of the Electoral Analyst, the **Election Analyst Assistant** will perform the following tasks: Translate and analyse the election legislation and documents, arrange meetings with high ranking officials, interpret and take minutes of meetings, gather and analyse information, assist in the preparation of reports, and any other duties assigned by the Election Analyst.

Desirable Qualifications include: Degree in Election Law, Administrative Law, Election laws, regulations and procedures, voter registration and voter education or related field. Relevant professional experience of at least 3 years (preferably with International Organizations or NGOs), experience in the interpretation and application of Sri Lanka Election Laws. Excellent English communications skills are essential. Fluency in any other local language would be an asset.

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VNE-4 Political Analyst Assistant (1 Position)

Under the overall supervision of the Political Analyst of the EU EOM, the **Political Analyst Assistant** will provide technical and administrative assistance in the analysis of the political situation, taking into consideration the country's history, the most recent political development, the existing legal framework, other legal documents relevant to the election process. Arrange meetings with high-ranking officials, political parties, candidates, civil society and any other party as requested by the Political Analyst; Interpret and take minutes of meetings. Desirable Qualifications include a degree in Law, Political Science or a related field. Relevant professional experience of at least 3 years (preferably with International Organizations or NGOs in the related field). Excellent English communication skills are essential. Fluency in any other local language would be an asset.

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VNE – 20 Liaison Officer Assistant (1 Position)

Under the overall supervision of the Liaison Officer, the **Liaison Officer Assistant** will support the Liaison Officer in conducting its field activities under the guidance and instructions set by the Operations Expert and Security Expert, such as establishing contacts with local authorities at the capital level and in all regional capitals; coordinate with national authorities (police, army, civil society, MPs, district level, mayors of communes, or others), closely monitor security/safety risks associated with observer deployment at the local level; which may involve travel around the country; arrange for operational requirements at field level. Other duties as assigned. Candidates must be available for extensive field deployment assignments. Desirable qualifications include a degree or appropriate higher education qualification and relevant experience of 3 years (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.

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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.

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VNE-17 Security Operations Room Assistant (6 Positions)

Under the overall supervision of the Security Expert, the **Security Operations Room Assistant** would mainly be dealing with the in-out movements of vehicles on a 24-hour/7day basis (8 hours shift). The tasks will include: Making sure that all the observers are providing timely information about their movement and keeping track of all the observers, Helping and assisting the observers in case of need. The Assistant will have to maintain good coordination with the Security Expert and pass on all the relevant information. Candidates require good technical radio operation skills. Knowledge of call signs used by the UN would be an asset. Candidates must have relevant professional experience of at least 2 years in these areas. Excellent English communication skills are essential. Fluency in any other local language would be an asset.

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VNE-16 IT Expert Assistant (2 Position)

Under the overall supervision of the IT Expert, the **IT Expert Assistant** will be responsible for assisting the IT Expert to install, and configure the LAN equipment and software to full operational capacity, prepare and implement all the necessary hardware/software configurations for full operation as a top-level LAN including workstations, file servers etc.; provide day to day administration, operation and maintenance of the office network, servers, as well as computers, including hardware and software; perform other functions/tasks when required. Desirable qualifications include an IT degree or appropriate higher education qualification and relevant experience of at least 3 years (preferably in International NGOs or International Organizations). Excellent English communication skills are essential. Fluency in any other local language would be an asset.

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VNE-15 Finance & Contracts Expert Assistant (2 Position)

Under the overall supervision of the Finance & Contracts Expert, the **Finance & Contracts Expert Assistant** will perform the following tasks: Facilitate the administration arrangements for the mission in close collaboration with the Finance & Contracts Expert; Ensure that briefings from IOM cover all areas relevant to the observers including the administration. Assist in the recruitment of local staff and prepare contracts/payroll according to IOM and EC regulations; goods receipt of purchased items; invoice verification, and ensure proper archiving of financial or invoice-related documentation. Assist in establishing smooth and transparent cooperation with mission experts. Assist in planning and organizing the deployment of international staff and related disbursement of cash advances. She/he will participate in staff briefings, debriefings and team meetings as required and perform any other duties that may be required. Desirable qualifications include a degree in Business Administration or related field. The candidate must have at least 3 years of professional experience performing similar functions in an International Organization or NGO. The candidate must be willing to work flexible working hours and under tight deadlines. 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

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VNE-7 Social Media Analyst Assistant (1 Position)

Under the direct supervision of the Social Media Analyst (SMA), the Social Media Assistants will support the following tasks: monitor the online platforms of a sample list of political and electoral contestants, key state institutions officials, relevant opinion leaders, third-party campaign accounts, others; track the strategies used by candidates and parties to campaign on the main online platforms (Facebook - Twitter - YouTube); Analyse the types of online political advertising and sponsored content placed by electoral contestants during the election campaign (if data is available); Identify the presence of hate/inciteful speech, incitement to violence against candidates and political parties; Identify possible information manipulation efforts affecting the integrity of the electoral process; Provide insight on how women candidates and marginalized groups are portrayed in social media; Assist in acquiring knowledge of the general media landscape and existing regulatory framework for online content; Create social media monitoring databases and prepare qualitative and quantitative reports on the assigned online platforms; Suggest meetings with relevant stakeholders and participate in meetings with the SMA if needed. This may include meeting with institutions, agencies, internet activists, academics, social media and technology companies, domestic election observer organizations, and civil society groups.

Required qualifications include a university degree in political science, digital journalism, statistics, computer science, digital marketing, visual communication, digital advertising or another relevant field. A combined academic background of data analysis and social science is an asset; Knowledge of the country's digital and traditional media as well as political landscape and main stakeholders, culture, and regional expertise is an asset; High-level computer and IT literacy, including excellent command of Microsoft Excel and Google sheets; Experience in drafting qualitative and quantitative reports in a concise, visually appealing manner also through relevant charts; Fluency in written and spoken English/or language spoken by the EU EOM;

Preferred qualifications include professional experience with international organizations, CSOs, tech companies or digital communication agencies; Experience in advertising content creation (Facebook Ads and business management, Google Ads), digital marketing techniques, and social media management; Experience working with social media tools (e.g., CrowdTangle, Buzzsumo, Brandwatch, Sentione) and digital analytics tools; Experience in methodological approaches of social media monitoring and open-source intelligence techniques (OSINT).

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MASTER



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VNE-10/VNE-11 Media Monitor (5 positions) / Social Media Monitor (6 positions)

Under the direct supervision of the Media Analyst/Social media Analyst, the **Media Monitor/Social Media Monitor** will assist with the following tasks; Monitor a sample of local media using the methodology provided by the Media Analyst/Social Media Analyst. Analyse daily a sample of local Media (TV, radio, newspapers, social media, etc.) to measure time and assess the tone devoted to political parties and candidates. Daily data entry of the findings. Give when needed information on the general media landscape. Any other tasks as may be required. Candidates should have previous media/press officer and website design experience. Desirable qualifications include a degree in Journalism, Communication, Public Relations or other related field and relevant professional experience of at least 3 years (preferably with International Organizations or NGOs). Excellent English communication skills and the ability to work in a team are essential.

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VNE-8 (Deputy) Observer Coordinator Assistant (2 Positions)

Under the supervision of the (Deputy) Observer Coordinator, the (Deputy) **Observer Coordinator Assistant** will support the (Deputy) Observer Coordinator in managing the observers. Candidates for the post of (Deputy) Observer Coordinator Assistant should have a good sense of organisation and strong logistic skills. Candidates should be self-starters, able to work in a team as well as take responsibility for a range of tasks under the supervision of the Coordinators. Candidates should be ready to work under time pressure within a very flexible working hours scheme. Desirable Qualifications include: Degree in Administration or related field, relevant professional experience of at least 3 years (preferably with International Organizations or NGOs). Excellent English communication skills are essential. Proficiency in word processing and other Microsoft software required.

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VNE - 14 Security Expert Assistant (1 Position)

Under the overall supervision of the Security Expert, the Security Expert Assistant will support the Security Expert in his responsibility to establish appropriate safety and security arrangements for the mission and its mission members and in providing instructions and guidance on the safety of EU observers. The assistant will support establishing and maintaining working relations with relevant security personnel operating in the host country, such as security officers at the EU Delegation and Member States representations in the host country and the region, United Nations Security Officers, in particular UNDSS, and other diplomatic missions. Under the guidance of the Security Expert, the Security Expert Assistant will assist in analysing the risk, security procedures and evacuations overall context in Sri Lanka with particular emphasis on the electoral process.

Desirable qualifications include Military / Police background or any related field and three years of working knowledge with International NGOs. Candidates should demonstrate experience and interest in information gathering, risk analysis, advising procedures, contacting the security authorities, and report writing. Therefore, the Security Expert Assistant should have good analytical and drafting skills. The candidate should be able to work long hours and have good security knowledge of the country. Excellent English communication skills are essential. Fluency in any other local language would be an asset.

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.



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.

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VNE-5 Press & Outreach Officer Assistant (1 Position)

Under the supervision of the Press & Outreach Officer, the **Press & Outreach Officer Assistant** will provide technical and administrative support to the Press & Outreach Officer. This will involve assisting with press relations, establishing and maintaining contact with the local and international media, and a basic daily media digest of political and election-related items for the EU EOM. Assist in the preparation of a written report on the media for the Final Report. Any other tasks as may be required by the Press & Outreach Officer. Desirable qualifications include a degree in Journalism, Communication, Public Relations or other related field and relevant professional experience of at least 3 years (preferably with International Organizations or NGOs). Excellent English communication skills and the ability to work in a team are essential. Fluency in any other local language would be an asset.

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VNE-1 Chief Observer / Deputy Chief Observer Assistant (1 Position)

Under the overall supervision of the Deputy Chief Observer (DCO) of the EU EOM, the **CO/DCO 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 arrangement of appointments and meetings, contacting and liaising with high ranking representatives and officials, acting as interpreter and/or taking minutes as and when required, follow up of deadlines and commitments made, preparation of informal translations and any other duties assigned by the CO/DCO. Desirable qualifications include a degree or appropriate higher education qualification and at least 4 years of experience (preferably in International NGOs or International Organizations). Excellent English communications skills are essential. Fluency in any other local language would be an asset.

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.