



IOM International Organization for Migration

Worldwide IOM has over 400 offices and 5,600 staff focused on assisting migrants, governments and other stakeholders to address migration issues. IOM opened its mission in Colombo in May 2002 and currently operates 08 field offices throughout the country.

STORE KEEPER ~ VAVUNIYA

Vacancy Notice No : **12-04-09**
Salary : **LKR 36,417 per month**
Duration : **Contract Basis**

Under the overall supervision of the Head of Office and the direct supervision of the Procurement/Logistics Assistant, the incumbent will be responsible for carrying out procurement and logistics functions in accordance with IOM's regulations, rules and procedures. In particular, s/he will:

1. Monitor and maintain the movement of material from warehouse to field site; maintain the proper documents for day to day activities and report to the procurement logistics assistant.
2. Monitor and maintain warehouse/store assuring that the stocks are kept neatly and in order and a stock report is kept continuously up to date.
3. Monitor and maintain the labourer arrangement for loading and unloading the material both in store and field site.
4. Assist PLA with arrangements required for purchases; prepare the proper documents labour and transport payment.
5. Visit field sites with the coordination of PLA and identify the needs and shortages of material.
6. Ensure the materials received from Colombo or local vendor are in order and report to the PLA with proper document.
7. Perform any other related duties as may be assigned.

Desirable Qualifications:

- **Education/Training:** Certification in related field; or an equivalent combination of Education & Training
- **Experience:** Minimum 1 year related experience; preferably in the Humanitarian Field
- **Skills:** Knowledge in English and Tamil or Sinhala; knowledge in all three languages will be an advantage. Ability to work with minimum supervision

Women with the above qualifications are encouraged to apply

Method of Application: Please submit your Curriculum Vitae & Letter of Application (**Stating the Position applied on the left hand corner of the envelope**) including two non-related work referees to the attention of:

Human Resources Department
International Organization for Migration
24 Police Park Avenue
Colombo 5
OR

Email: HRSRILANKA@iom.int (**Indicating the Position applied on the Subject Line**)
Website: www.iom.int

Please note that only the short listed candidates will be contacted.

Closing Date: Sunday 26th April 2009