



IOM International Organization for Migration

### Open to Internal and External Candidates

Position Title	: <b>Logistics and Procurement Assistant</b>
Organization / Unit	: <b>Logistics</b>
Duty Station	: <b>Iraq, Baghdad</b>
Classification :	<b>General Service Staff, Graded G4</b>
Type of Appointment	: <b>Special Short Term, SST</b>
Duration of Appointment	<b>Four (4) months with the possibility of extension</b>
Estimated Start Date	: <b>As soon as possible</b>
Closing Date	: <b>August 22<sup>nd</sup> , 2017</b>
Reference Code :	: <b>SVN2017/IRQ/077</b>

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

IOM is committed to a diverse and inclusive environment. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

#### **Context:**

Under the general guidance of CoM, the overall supervision of Senior Recourses Management Officer (SRMO), First Supervisor/Technical Manager logistics and Procurement Officer and second Supervisor "Administration supervision" of Head of Liaison Office and Programmes (HoLP), the incumbent will be responsible the following tasks:

#### **Core Functions / Responsibilities:**

1. Liaise with the Logistics / Procurement Officer regarding procurement requests and requirements, to consolidate overall procurement requirements and optimize purchasing power.
2. Ensure that the Purchase Requisitions submitted to Procurement Unit are perfectly completed; regarding needful signatures, WBS/s and the final authorization of the programs and Country Programme Coordinator or the designated officer.
3. Assist in collecting quotations, preparing bids analysis, processing Purchase Requisitions and Purchase Orders.
4. Conducting outdoor activities when necessary for checking prices, collecting bids, procuring with cash, handing over the commodities to the beneficiaries, etc.
5. Contribute to the Identification and evaluation of vendors against performance, reliability, quality, and value for money, delivery of equipment/service in respect of the organizations' best interests and donors' mandate. Contribute to Soliciting bids or quotations for conformity to specified requirements, select vendors, and confirm terms of payment and terms of delivery. Taking under consideration while conducting a bidding process, the value for money, quality, compatibility, payment method, warranty, after selling services, and the company profile / reputation.

6. Assist in getting a suitable delivery period which meets the projects implementation schedule.
7. Follow-up on Purchase Orders status and keep customers abreast of estimated time of delivery or any changes that may affect or modify the pre-determined delivery conditions.
8. Verify that all expected merchandise is received in accordance with PO/Contract specifications, and that all goods are in good condition.
9. Conduct first review of vendor invoices to ensure compliance with purchase order and goods received.
10. Update local vendors' list.
11. Submit with supporting documentation Payment Requests to the finance unit to initiate in mission payments or Mission Payment Requests for HQs.
12. Post all Purchase Requisitions (PRs) and Purchase Orders (POs) into PRISM FI accurately and on a timely manner to ensure that all procurement requests are captured in the system and commitments for various requirements are properly captured.
13. Verify that the "Goods Received Notes – GRN" are made and signed by the Requisitioner when the services have been rendered and/or the goods have been received supported with some photos to the respective AVRR beneficiary.
14. Prepare the "Assets Assignment Forms – AAF" when issuing assets to staff for IOM usage and "Assets Handover Forms – AHF" when receiving back to stock, as well as update the movable assets inventory records.
15. Manage the files related to the events being made at the hotels in terms of arranging workshops, trainings, meetings, etc.
16. Manage the construction related files in terms of office and/or other beneficiaries' facilities regarding construction, renovations, adding, demolishing, etc, and monitor the contractors for the compliance to the contractual agreements.
17. Ensure proper storage of IOM documents and records for proper utilization.
18. Assist in updating and managing all databases and archiving systems proper labeling.
19. Liaise with government institutes on required documentation in relation to shipments and goods received and sent by the organization.
20. Perform any other duties as may be assigned.

### ***Required Qualifications and Experience***

#### **Education**

- Degree in progress in Logistics, supply chain management, or any other related fields an advantage, At least four years of relevant professional experience
- Secondary School Diploma / University Degree in the above fields with four years of relevant professional experience.

#### **Experience**

- Interfaces across units and departments within IOM to extract relevant information  
Communicates clearly and consistently
- Good command of spread sheet software.
- Effectively applies specialized knowledge of logistics and procurement to timely source goods and services
- Effectively works with vendors and service providers in compliance with IOM procedures to secure cost-effective quality solutions for IOM
- Good knowledge of UN, IOM and NGO mandates and programmes in the humanitarian responses, IDPs, post conflict construction and development;

- Good interpersonal and communication skills.
- Flexibility, tolerance and capacity to work in team.
- High sense of responsibility, dedication and honesty are desirable attributes.
- Experience in working in an international environment and in liaising with a variety of partners at all levels of the hierarchy.
- Ability to handle confidential matters.
- Ability to present clear and concise information.
- Ability to meet deadlines and work under pressure.
- Develops / follows internal control procedures to prevent fraud and mismanagement
- Ability to work effectively and harmoniously with colleagues from varied cultures and

### **Languages**

Fluency in English and Arabic.

### ***Required Competencies***

#### **Accountability**

- Accepts and gives constructive criticism
- Follows all relevant procedures, processes, and policies
- Meets deadline, cost, and quality requirements for outputs
- Monitors own work to correct errors
- Takes responsibility for meeting commitments and for any shortcomings

#### **Client Orientation**

- Identifies the immediate and peripheral clients of own work
- Establishes and maintains effective working relationships with clients
- Identifies and monitors changes in the needs of clients, including donors, Governments and project beneficiaries

#### **Continuous Learning**

- Contributes to colleagues' learning
- Demonstrates interest in improving relevant skills
- Demonstrates interest in acquiring skills relevant to other functional areas
- Keeps abreast of developments in own professional area

#### **Communication**

- Actively shares relevant information
- Clearly communicates, and listens to feedback on, changing priorities and Procedures
- Writes clearly and effectively, adapting wording and style to the intended Audience
- Listens effectively and communicates clearly, adapting delivery to the Audience

#### **Creativity and Initiative**

- Proactively develops new ways to resolve problems

#### **Leadership and Negotiation**

- Convinces others to share resources
- Presents goals as shared interests

#### **Performance Management**

- Provides constructive feedback to colleagues
- Provides fair, accurate, timely, and constructive staff evaluations
- Uses staff evaluations appropriately in recruitment and other relevant HR

## Procedures

### **Planning and Organizing**

- Sets clear and achievable goals consistent with agreed priorities for self  
And others
- Identifies priority activities and assignments for self and others
- Organizes and documents work to allow for planned and unplanned  
Handovers
- Identifies risks and makes contingency plans

### **Professionalism**

- Masters subject matter related to responsibilities
- Identifies issues, opportunities, and risks central to responsibilities
- Incorporates gender-related needs, perspectives, and concerns, and  
Promotes equal gender participation
- Persistent, calm, and polite in the face of challenges and stress
- Treats all colleagues with respect and dignity
- Works effectively with people from different cultures by adapting to  
Relevant cultural contexts
- Knowledgeable about and promotes IOM core mandate and migration  
Solutions

### **Teamwork**

- Actively contributes to an effective, collegial, and agreeable team  
Environment
- Contributes to, and follows team objectives
- Gives credit where credit is due
- Seeks input and feedback from others
- Delegates tasks and responsibilities as appropriate
- Actively supports and implements final group decisions
- Takes joint responsibility for team's work

### **Technological Awareness**

- Learns about developments in available technology
- Proactively identifies and advocates for cost-efficient technology solutions
- Understands applicability and limitation of technology and seeks to apply  
It to appropriate work

### **Other**

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

<http://iomiraq.net/vacancies/logistics-and-procurement-assistant-1>

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

### **How to apply:**

Interested candidates are invited to submit their applications via a link:

In order for an application to be considered valid, IOM only accepts online profiles duly completed. Only shortlisted candidates will be contacted.

### **Posting period:**

From 08.08.2017 to 22.08.2017