



IOM International Organization for Migration

Open to Internal and External Candidates

Position Title : **Logistics & Procurement Assistant (Multiple Positons)**
Duty Station : **Iraq, Erbil**
Classification : **General Service Staff, Grade G5**
Type of Appointment : **Special Short Term (SST)**
Duration of Appointment : **Four (4) months with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **March 19th, 2018**
Reference Code : **SVN2018/IRQ/034**

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 the Chief of Mission (CoM), overall supervision of the Senior Resources Management Officer, the direct supervision of Logistics and Procurement Officer, the Logistics Procurement Assistant is responsible for the following

Core Functions / Responsibilities:

Summary of key functions:

- Conduct regular market survey and identify reliable suppliers and monitor and coordinate all multifunctional logistics requirements for the Baghdad Office;

A) Procurement and logistical Tasks:

- Support the conduct of procurement activities for projects through the Mission structure implementation in Iraq.
- Ensure full compliance of procurement activities with IOM Field Procurement Manual, Financial Rules and Regulations, relevant Organizational Policies; donor regulations (when required)
- Assist in transactional procurement including tendering processes, evaluation, contracting, payment conditions, and performance evaluation

- Provide monthly reports to the Head of Office and International Logistics and Procurement Officer on procurement activities and implementation status.
- Prepare and coordinate with Amman Support Cell the conduct of RFQs, PRs, receipt of quotations, bids or proposals, their evaluation, negotiation of certain conditions of contracts in full compliance with IOM rules and regulations.
- Prepare and follow up on purchase orders for goods, GRN ,AWB and contracts for services
- Support the JOC structure in their training arrangements within the Office, in terms of hotel bookings, transportation arrangement and invoice payments.
- Regularly update Vendor Information Sheets (VIS) and elaborate supplier selection.
- Maintenance and update of all procurement files and Procurement transaction tracking matrixes and sharing the matrix with Amman Support Office.

B) Assets control Tasks:

- Responsible for tracking & informing Amman Support Office regarding Assets and Inventory movements of all expendable and non-expendable items.
- Control that tags are affixed to the assets.
- Ensure assets are located where they should be and used in IOM's best interest.
- Inform and coordinate with Amman Support Office in terms of equipment write-offs for all IOM assets within the Office and ensure donated assets are duly registered.
- Regularly update of assets assignment forms and inventory data bases.

C) Finance related Tasks:

- Liaise with Amman Support Office to ensure appropriate funds are available for purchases.
- Ensure receipts are received when payment is conducted in cash. Request authorization of CoM, SRMO and Logistics and Procurement Officer regarding bank transfer payments.
- Manage logistics filing system in the assigned Office
- Ensure appropriate receipts are received when payment is conducted in cash.

D) Other Tasks:

Any other duties as assigned by CoM/HoO

Required Qualifications and Experience

Education

- University degree, preferably in the area of logistics and procurement or public administration with 5 years of working experience,

Experience

- Experience in working in an international environment and in liaising with a variety of partners at all levels of the hierarchy.
- Excellent communication and negotiation skills. Ability to present clear and concise information.
- Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds, ability to handle confidential matters
- Ability to meet deadlines and work under pressure.
- Good level of computer literacy, knowledge of SAP will be considered as an advantage.
- commitment, efficiency, flexibility, drive for results

Languages

Fluency in English, Kurdish and Arabic.

Required Competencies

Behavioural

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
- Keeps clients informed of developments and setbacks

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, adjusting wording to the intended audience
- Listens effectively and communicates clearly, adapting delivery to the audience

Creativity and Initiative

- Actively seeks new ways of improving programmes or services
- Expands responsibilities while maintaining existing ones
- Persuades others to consider new ideas
- Proactively develops new ways to resolve problems

Leadership and Negotiation

- Convinces others to share resources
- Actively identifies opportunities for and promotes organizational change
- Presents goals as shared interests Articulates vision to motivate colleagues
And follows through with commitments

Performance Management

- Provides constructive feedback to colleagues
- Identifies ways for their staff to develop their abilities and careers
- Provides fair, accurate, timely, and constructive staff evaluations
- Uses staff evaluations appropriately in recruitment and other relevant HR procedures
- Holds directly reporting managers accountable for providing fair, accurate, timely, and constructive staff evaluations

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
- Adjusts priorities and plans to achieve goals
- Allocates appropriate times and resources for own work and that of team members

Professionalism

- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation
- Masters subject matter related to responsibilities
- Identifies issues, opportunities, and risks central to responsibilities
- 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

Resource Mobilization

- Establishes realistic resource requirements to meet IOM needs

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.

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:

<http://iomiraq.net/vacancies/logistics-procurement-assistant-7>

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 05.03.2018 to 19.03.2018