



IOM International Organization for Migration

Open to Internal and External Candidates

Position Title : **Senior Procurement and Logistics Assistant (Contract)**
Duty Station : **Iraq, Erbil**
Classification : **General Service Staff, Grade G7**
Type of Appointment : **Special Short Term contract (SST)**
Duration of Appointment : **Three (3) months with possibility of extension**
Closing Date : **17th June 2018**
Reference Code : **SVN2018/IRQ/100**

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 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 Sr. Logistics Procurement Assistant (Contract) will act as the Mission's focal point on Contracting and coordinating the Mission's Contract with Vendors and Service Providers. He will be responsible for the following:

Core Functions / Responsibilities:

1. Assist in organizing and monitoring of the mission's contracting activities in close coordination with Legal Department for all contracts with vendors, service providers, government partners and donors.
2. Ensure all supporting administrative documentation for contracts are in place and having proper signatures.
3. Create and maintain an effective filing system for all mission contracts and regularly update the contracts database.
4. Coordinate the prepared contracts with the legal department to obtain their endorsement.

5. Monitor and timely informs the procurement officer on the expiring contracts and due payments.
6. Maintain proper tracking and filing systems of all agreements with other UN agencies and Donors.
7. Draft contracts using the IOM contracts forms for procuring services and goods for the organization
8. Coordinate with and provide technical support and information to Project Managers in close coordination with team in Erbil regarding procurement and service requests and requirements, in order to consolidate overall mission procurement (or service) requirements and optimize purchasing power.
9. Participate in the analysis of purchasing trends and historical records of most commonly purchased items for the purpose of forecasting demand and prepositioning the stock of relief items to reduce procurement lead times;
10. Provide administrative support for the establishment of LTA (Long term Agreements) for goods/works/services commonly needed by the office;
11. Plan and prepare procurement actions and analyse procurement requests, identify service providers, evaluate information regarding vendor's performance regarding quality, prices delivery of equipment in respect of organizations best interests.
12. Coordinate with Logistics/Procurement Officer in planning of procurement processes and analyses of purchasing trends
13. Liaise with finance unit to verify appropriate funds are available for purchases
14. Ensure receipts are received when payment is conducted in cash. Request authorization of CoM, SRMO, and Logistics & Procurement Officer regarding bank transfer payments.
15. Prepare and conduct RFQs, PRs and BASs receipt of quotations, bids or proposals, their evaluation, negotiation of certain conditions of contracts in full compliance with IOM rules and regulations.
16. Perform any other related task as may be assigned.

Required Competencies

Behavioural Accountability

- Creates a respectful office environment free of harassment and retaliation, and promotes the prevention of sexual exploitation and abuse (PSEA)
- 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

- Anticipates and understands internal and external issues and opportunities that may impact the human resources landscape of IOM.
- Adapts best Human Resources practices to the requirements of IOM to facilitate the achievement of strategic objectives
- 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

- Effectively applies knowledge of relevant Human Resources theories and practices, and recognizes their application within existing IOM processes
- Delivers Human Resources solutions customized to the needs of IOM
- 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

Resource Mobilization

- Establishes realistic resource requirements to meet IOM needs
- Builds stable strategic alliances with relevant parties
- Identifies sources of and secures funding from external stakeholders to meet IOM needs

Technical

- Proactively identifies and advocates for cost-efficient technology solutions
- Good communication skills
- Ability to meet deadlines and work under pressure.
- Personal commitment, efficiency, flexibility, drive for results

Education and Experience

- University degree, preferably in the area of logistics/procurement or finance or public administration, with 5 years working experience preferably in an international organization. Experience with IOM or another international organization a plus; or Master Degree in the above field is an advantage;
- Prior experience in usage of SAP an added advantage
- 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;
- Strong interpersonal and intercultural skills with proven ability to work effectively and harmoniously with a team of colleagues.
- Mature individual, able to work independently under pressure, able to maintain accuracy, paying attention to details, meeting deadlines and working with minimal supervision.
- Solid computer skills, including proficiency in MS Office Packages (Office, excel, Power point, outlook) internet and E-mail

Languages

- Excellent command of English, Kurdish and Arabic. Any other language is an asset.

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/senior-procurement-and-logistics-assistant-contract>

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 03.06.2018 - 17.06.2018