Organization or Agency: International Organization for Migration (IOM)  
Position Title: Programme Assistant (Medical Supplies)  
Organizational Unit: Emergency Health  
Duty Station: Ninawa, Iraq  
Type of Contract: Sub-Contract to Stars & Orbit  
Grade: Equivalent to G5  
Duration of Appointment: Five (5) months, with possibility of extension subject to satisfactory performance and funds availability  
Closing Date: 16th May 2020  
Reference Code: CFA2020/IRQ/144

IOM is committed to a diverse and inclusive environment. Applications from qualified female candidates are especially encouraged, as well as the internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, the internal candidates are considered as first-tier candidates.

Context

Within its Health border and mobility management (HBMM) framework, IOM delivers and promotes comprehensive, immediate and long-term preventive and curative health programmes which are beneficial, accessible, and equitable for migrants, mobile population and other vulnerable and hard to reach populations. IOM works within existing health framework and with government authorities and Health, WASH, and Protection cluster coordination mechanism. IOM provides travel health assessments, emergency life-saving assistance and health system strengthening which has been disrupted by long term conflict, distance and other accessibility issues.

IOM Iraq was established in 2003, and has built a strong network of staff, offices and logistics capacity. With more than 1,500 staff and main offices in Baghdad, Erbil, and Basra and 16 sub-offices in key locations, IOM works in cooperation with the Government of Iraq to provide support across all of Iraq’s 18 governorates. IOM works in partnership with UN agencies, Non-Governmental Organizations (NGOs) and Community Service Organizations (CSOs) as a member of the United Nations Country Team (UNCT) for Iraq.

IOM supports the Ministry of Health in its response to the COVID-19 outbreak in Iraq. Working closely with the Departments of Health at the governorate level, UN agencies, and other health actors, IOM will strengthen disease surveillance, case management, infection prevention and control, and risk communication and community engagement to reduce disease transmission in Iraq.

Under the overall supervision of the Migration Health Emergency Response Coordinator and the direct supervision of the Migration Health Officer for Field Coordination, the incumbent will be responsible for assisting programs related to migration health under the area of responsibility as below:
Core Functions / Responsibilities

1. Support the delivery of all logistical functions including supply chain management, medical supplies and assets, and communications covering all activities under the Migration Health Department COVID-19 response.
2. Assistance in providing technical support and planning support to future activities to increase the in-country logistics capacity to ensure continuity of health services.
3. Receive and prepare contracts and purchase requests (PR’s) from Migration Health Division (MHD) colleagues and process according to IOM procurement manual.
4. Support programs activities through timely and compliant procurement. Draft waivers and memos as necessary; assist in the creation of new contextual standard operating procedures (SOP) for delivery transportation and tracking of pharmaceutical and medical supplies.
5. Coordinate with Field Offices to harmonize procurement requests and ensure timely service delivery.
6. Assist project staff and DoH counterparts to prevent stock-outs of medical supplies and essential pharmaceuticals, in compliance with donor regulations and approved processes.
7. Match invoices, goods received notes, and service completion report to contracts and purchase orders, filing copy documentation and coordinating with finance/payment processes.
8. Assist in carrying out weekly consumption checks and prepare related reports; generate additional quantitative reports for internal and external use as requested.
9. Support capacity building of pharmacist assistants in clinics, including training and support for completing adequate consumption reports and proper stock management practices.
10. Contribute to assessments and reports on the stock management in the central warehouse in Erbil, and the stock management in the field clinics and IOM’s sub-offices.
11. Perform such other duties as may be required.

Required Qualifications

Education:
- University degree from an accredited university or institute in Business/Trade, Supply Chain and Business and management, or formal medical or pharmaceutical training is preferred.

Experience and Skills
- At least 3 years of experience in logistics and/or Supply Chain at officer level in private or/and humanitarian sector.
- Experience with medical logistics and international procurement preferred
- Highly detailed, solution-oriented, and able to resolve operational challenges as they arise

Languages:
- Excellent command of English and Arabic is required.
- Any other language is an asset.

Behavioral Competencies
- Work prioritization and ability to multitask.
- Shares knowledge and experience.
- Positive, constructive attitude.
- Ability to work and act under pressure with discretion in politically sensitive environment with a minimum of comfort.
- Responds positively to critical feedback and differing points of view.
- Ready to work independently, under tight deadlines.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Ability to work in a multi-cultural team environment with a positive attitude.
- Highest standards of integrity, discretion and loyalty.
- Strives for supportive working environment and positive working relationship.
- Focuses on result for the client and responds positively to feedback.
- Creates a respectful office environment free of harassment, retaliation, and promotes the prevention of sexual exploitation and abuse (PSEA).

**IOM IN/234 - Policy and Procedures for Preventing and Responding to Sexual Exploitation and Abuse**

*IOM has a policy of zero tolerance of sexual exploitation and abuse (SEA) by IOM staff members and the employees or any other persons engaged and controlled by IOM Contractors. The staff members and all contract type holders shall protect against and prevent sexual exploitation and abuse (PSEA).*

**How to apply:**
Interested candidates are invited to submit their applications via this link: [https://iraq.iom.int/jobs/programme-assistant-medical-supplies-2](https://iraq.iom.int/jobs/programme-assistant-medical-supplies-2)

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: 05.05.2020 to 16.05.2020