Open to Internal and External Candidates

Position Title: Logistics & Procurement Assistant
Organizational Unit: Logistics
Duty Station: Baghdad, Iraq
Classification: General Service G4
Type of Appointment: Special Short-Term contract (SST)
Duration of Appointment: Three (3) months with possibility of extension subject to satisfactory performance
Closing Date: 15th September 2020
Reference Code: SVN2020/IRQ/257

Established in 1951, IOM is a Related Organization of the United Nations and as the leading UN agency in the field of migration 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. For the purpose of this vacancy, the following internal candidates who meet the eligibility criteria are considered as first-tier candidates:

- Internal candidates on regular or fixed-term contracts should meet the minimum time in post requirement of eighteen months or more at the time of the closing of the S/VN.
- The minimum time in post requirement is six months for such internal candidates who are incumbents of a position being advertised or confirmed for discontinuation.
- Internal candidates on short-term contracts should meet the minimum time in post requirement of six months or more at the time of the closing of the S/VN.

Applications from qualified female candidates are especially encouraged, as well as the internal and external candidates are eligible to apply to this vacancy. In addition, all applicants should meet eligibility requirements for languages, education and work experience requirements as stipulated in the S/VN.

Context:

Under the general guidance of CoM, the overall supervision of the SRMO, The direct supervision of Procurement and Logistics Officer, 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**

- University degree from an accredited academic institution in business administration, Logistics, supply chain management, or any other related fields an advantage. At least two years of relevant professional experience.
- Completed High School degree from an accredited academic institution, with minimum 4 (four) years of relevant professional experiences as above.

**Experiences & Skills**

- 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 backgrounds.

**Languages**

- Fluency in English and Arabic, spoken and written. Knowledge of other language(s) is an advantage.

**Required Competencies**

The incumbent is expected to demonstrate the following values and competencies:

**Values**

- **Inclusion and respect for diversity:** respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- **Integrity and transparency:** maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- **Professionalism:** demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.
Core Competencies – behavioural indicators level 2

- **Teamwork**: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- **Delivering results**: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- **Managing and sharing knowledge**: continuously seeks to learn, share knowledge and innovate.
- **Accountability**: takes ownership for achieving the Organization’s priorities and assumes responsibility for own action and delegated work.
- **Communication**: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

**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)**.

**Others**

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:**

**While this vacancy is open to both Internals and Externals, priority shall be given to qualified Internal applicants.**

Interested candidates are invited to submit their applications via a link: [https://iraq.iom.int/jobs/logistics-procurement-assistant-2](https://iraq.iom.int/jobs/logistics-procurement-assistant-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 01.09.2020 to 15.09.2020