



Organisation internationale pour les migrations (OIM)  
L'organisme des Nations Unies chargé des migrations

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## **SPECIAL VACANCY NOTICE**

### **IOM TUNISIA: VATN/2018-024**

#### **Logistics Clerk**

**Extended (26/05/2019)**

The UN agency for Migration – IOM Tunisia is looking for a **Logistics Clerk** according to the terms of reference stipulated below. Interested candidates are invited to submit their applications PHForm, CVs and cover letter specifying the motivation for applications to [Tunisrecruitment@iom.int](mailto:Tunisrecruitment@iom.int) no later than the **26<sup>th</sup> of May 2019**; indicating the reference code in the subject.

Please note that only short-listed candidates will be contacted

<b>Position Title:</b>	Logistics Clerk
<b>Duty Station:</b>	Zarzis, Tunisia
<b>Classification:</b>	G3
<b>Type of Appointment:</b>	Special Short-Term contract; 6 months renewable
<b>Estimated Start Date:</b>	ASAP
<b>Reference Code:</b>	VATN/2018-024

#### **Organizational Context and Scope:**

Established in 1951, the UN agency for Migration – 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 alike. In line with IOM's mandate, IOM Tunisia works to uphold the human dignity and well-being of migrants and to advance the understanding of migration issues in the region. As part of its Migrant Protection and Assistance programming, IOM Tunisia works with its partners to address the immediate needs of migrants and to refer them to available services.

Under the overall guidance of the Chief of Mission (CoM), under the direct supervision of the Head of Sub-Office Zarzis (HSO), the logistics assistant will be responsible for the following missions :

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

The successful candidate will be responsible for:

1. Assisting IOM Zarzis sub-office with the logistical needs as relates to NFI distribution,

ground transportation, accommodation, meals, medical and operational appointments;

2. Supporting in the logistical and administrative aspects of assistance to migrants under IOM projects in the South of Tunisia in co-ordination with the respective colleagues;
3. Meeting and assisting migrants at the transportation departure meeting point, providing them the necessary documentation and guiding them through the departure formalities, and reporting on challenges faced;
4. Ensuring the correct storage and rotation of stocks, as well as proper structural maintenance of warehouse in view of maintaining all stocks in good condition;
5. Maintaining accurate stock records and controls at all times;
6. Providing weekly and monthly stock reports and advising on warehousing issues that affect the overall logistics operation;
7. Receiving and reviewing procurement requisition forms for completeness and accuracy;
8. Identifying service providers and verifying vendors' performance regarding quality, prices, and delivery of goods and services in line with the Organisation's best interests and value for money;
9. Providing a monthly checklist on pending Purchase Orders and follow-up with relevant colleagues to ensure timely closure of all Purchase Orders;
10. Ensuring correct vehicle usage procedures as per the rules and regulations
11. Maintaining accurate control, recording and monitoring of drivers and vehicle logbooks, and provide monthly fleet reports;
12. Organizing the SO transportation requirements, following the rules and regulations of driving IOM vehicles at all times;
13. Ensuring the safety and security of vehicle, staff and cargo, ensuring that road discipline and traffic rules are observed;
14. Other such tasks as may be assigned.

**Required Competencies:****Inclusion & respect for diversity**

Respects and promotes individual and cultural differences. Encourages diversity and inclusion wherever possible.

**Integrity & 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.

**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.

**Required Qualifications:****Education & Experience:**

- a) Completed a Secondary School Diploma from an accredited academic institution in administration, finance; with at least 3 (three) years' experience in a relevant field;
- b) or Bachelors or Equivalent or Higher degree in the above fields with one year of relevant professional experience.

- c) knowledge of procurement and administrative management and effective resource management skills.

**Languages:**

Fluency in both written and spoken in both Arabic and French

Good knowledge of English

**Posting period:**

From **13.05.2019** to **26.05.2019**