Open to Internal and External Candidates

Position Title: Procurement and Logistics Assistant  
Duty Station: IOM Libya in Tunis, Tunisia  
Classification: General Service Staff, Grade G5  
Type of Appointment: Six months, with possibility of extension  
Estimated Start Date: As soon as possible  
Closing Date: May 28th, 2020

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 work 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 direct supervision of the Procurement and Logistics Officer, the overall supervision of the Head of Resource Management and in close collaboration with Global Procurement and Supply Unit in Manila the incumbent will be responsible and accountable for providing necessary support to procurement functions of IOM Libya office in Tunis. He/She will be responsible for the following:

Core Functions / Responsibilities:

1. Assist in the implementation, aspects related to procurement and logistical needs to support humanitarian activities within the office including: organize and maintain systems/procedures for procurement, supply and contracting of goods/works/services, documentation, equipment up-grading, insurance Management, customs clearance/government paperwork’s, assets control;
2. Provide support with procurement requests and requirements to consolidate office overall requirements and optimize purchasing power;
3. Assist in the planification of procurement actions and analyzing procurement requests;
4. Ensure the completion of Purchase Requisition Forms submitted to Procurement Unit with the required signatures, and WBS/s. Ensure financial authorization is
received from the Program Manager, HEAD OF RESOURCE MANAGEMENT UNIT, COM, and FPU/MAC according to Purchase Authorization Threshold;

5. Assist the Head of Resource Management Unit in the identification and evaluation of vendors against performance, reliability, quality, value of money, delivery of equipment Service in respect of the organizations' best interests and donors‘ mandate. Assist in soliciting bids or quotations for conformity to specified requirements, select vendors, and confirm terms of payment and terms of delivery. Update vendors database;

6. Assist with the bidding process, taking into consideration the value of money, quality, compatibility, payment method, warranty, after selling services, and the company’s profile reputation;

7. Ensure that all Purchase Requisitions (PRs) and Purchase Orders (POs) are posted in 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;

8. Complete all Procurement and Logistics related forms; like Purchase Requests and bids;

9. Analysis Summary, Purchase Orders, Assets Disposal Forms, Deeds of Donations, Deeds of Sale, and the Payment Request, Assets Assignment Forms – AAF; Assets Handover Forms- AHF, also assist in tracking the signatures required from the various signatories;

10. 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;

11. Ensure that all received goods/works/services are in accordance with the terms and specifications of the respective PO/Contracts.

12. Conduct first review of vendor invoices to ensure compliance with PO/Contract and Goods/services received and submit to finance unit PRs with supporting documents;

13. Ensure that the newly procured assets are registered in PRISM and assigned respective Assets Master Numbers;

14. Ensure appropriate records regarding assets disposal procedure; Coordinate with the Procurement Officer to ensure assets are located accordingly and used in IOM's best interest;

15. Prepare property lease contracts and rental agreements and its amendments;

16. Ensure that all IOM assets (furniture, equipments, vehicles, etc) are insured at all times through a reputable Insurance Company under the best terms and conditions. Follow up on any claims that may arise;

17. Archiving system update and management with proper labels;

18. Undertake any other duties within the incumbent's capabilities that might be assigned by the HEAD OF RESOURCE MANAGEMENT UNIT and Procurement Officer.

Required Qualifications and Experience

Education

- Bachelor's degree in business administration, Management, Logistics, Procurement, Accounting or a related field from an accredited academic institution with at least three years of relevant professional experience;
• High School degree with at least five years of relevant professional experience;

Experience

• Excellent communication skills in English and French;
• Previous experience in an international, humanitarian/development organization and/or in capacity building initiatives is an advantage;
• Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds and respect for diversity and gender equality;
• High level of computer literacy (MS Office Word, Excel and Outlook). Particular experience in computerized accounting systems including SAP application;
• Experience in managing diverse procurement and logistics operations;
• Experience in procurement and logistics operations is required.
• Ability to pay close attention to details and work with minimal supervision
• Ability to work under pressure and meet deadlines
• Ability to work effectively and harmoniously with a team of colleagues
• Able to set up internal record tracking

Languages

Fluency in English and Arabic is required.

Required Competencies

Values: all IOM staff members must abide by and demonstrate these three values:

• Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
• Integrity and transparency: maintain 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 1

• 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.

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 updated CV with a cover letter to hrdlibya@iom.int, by 28 May 2020 at the latest, mentioning the job title in the subject line along with this special vacancy notice code **SVN.LY20.2020.005**. Emails without such indication will not be considered.

Only shortlisted candidates will be contacted.

**Posting period:**
From 14.05.2020 To 28.05.2020