Open to Internal and External Candidates

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Senior Procurement and Logistics Assistant</th>
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<tr>
<td>Duty Station</td>
<td>IOM Libya in Tunis, Tunisia</td>
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<tr>
<td>Classification</td>
<td>General Service Staff, Grade G6</td>
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<td>Type of Appointment</td>
<td>Six months, with the possibility of extension</td>
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<td>Estimated Start Date</td>
<td>As soon as possible</td>
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<td>Closing Date</td>
<td>May 28th, 2020</td>
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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 and Legal Department, the successful candidate will be responsible and accountable for Procurement and Logistics Activities for IOM Libya Mission and 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 filling 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 inform 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 Tunis 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. Ensure receipts are received when payment is conducted in cash. Request authorization of CoM, HEAD OF RESOURCE MANAGEMENT UNIT, and Logistics & Procurement Officer regarding bank transfer payments.

14. 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.

15. Perform any other related task as may be assigned.

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 four years of relevant professional experience;

- High School degree with at least six 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 preferably in an international organization. Experience with IOM or another international organization a plus; or master’s degree in the above field is an advantage;

- Experience in managing diverse procurement and logistics operations;
• Demonstrated experience in training and managing large teams of co-workers, managing vendors and suppliers;
• 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.LY2020.006. Emails without such indication will not be considered.

Only shortlisted candidates will be contacted.

**Posting period:**

From 14.05.2020 To 28.05.2020