



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

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## VACANCY NOTICE IOM TUNISIA: VNTN2023-009 Logistic Clerk

The UN agency for Migration – IOM Tunisia is looking for a **Logistic Clerk** G3 according to the terms of reference stipulated below. Apply via [SuccessFactors](#). Please Apply before **9/03/2023**

**Please note that only short-listed candidates will be contacted**

<b>Position Title:</b>	<b>Logistic Clerk</b>
<b>Duty Station:</b>	Zarzis, Tunisia
<b>Classification:</b>	G3
<b>Type of Appointment:</b>	One Year Fixed-Term (12 months)
<b>Estimated Start Date:</b>	ASAP
<b>Reference Code:</b>	VNTN2023-009

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

Established in 1951, the UN agency for Migration — IOM is the leading intergovernmental 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.

Under the overall guidance of the head of sub-office, the overall supervision of the Head of Resource management and direct supervision of the Senior Procurement and logistics assistant and in close coordination with IOM Proc team”, the "Logistics Clerk" will be responsible of:

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

1. Assist IOM Zarzis sub-office with the procurement & logistical needs;
2. Support in the logistical and administrative aspects of assistance to migrants under IOM projects in Zarzis sub-office in co-ordination with the respective colleagues;
3. Support the correct storage and rotation of stocks, as well as proper structural maintenance of the Storage in view of maintaining all stocks in good condition;
4. Maintain accurate stock & assets records and controls at all times. Stock Tracking on Data Base. As well as proper asset tracking and assignment.

5. Provide weekly and monthly stock reports and advice on storage issues that may affect the overall logistics operation.
6. Receive, and review Stock withdrawal forms for completeness and accuracy;
7. Prepare Goods & Services receipt notes for all Deliveries made .Check that Goods and services are satisfactory delivered with good quality and on time.
8. Provide a monthly delivery of items received and scheduled for delivery to Projects
9. Provide full assistance in Physical Inventory Checks, Asset Assignment filling and ensuring all assets have tags in coordination with Senior Logistics & Procurement Assistant in the main office.
10. Ensure that the vehicle logbook is established, and well maintained/updated, on a daily basis (raise the mileage on the register). A monthly report is prepared summarizing the statistics related to fuel consumption, vehicle maintenance, mileage, for the vehicle to be submitted to the Senior Logistics & Procurement Assistant in the main office.
11. Monitor the sub-office drivers and cleaner's performance and timely report to the Senior Logistics & Procurement Assistant in the main office.
12. Prepare list of all Assets need disposal for review by Senior Logistics & Procurement Assistant and Head of Resource management unit in the main office.
13. Prepares Bin Cards, Stock Cards and Stock Balances for all stocks held in hand. These include Cleaning materials and Stationery materials for the Mission.
14. Prepare request for quotations (RFQ), collect offers, assist with tendering and bidding for further review and approvals. Prepare Purchase orders and purchase requests creation and assignment.
15. Cargo arrangement from Tunis to sub offices and receiving from sub offices. Prepare documentation for agent to clear Cargo going outside Tunis (shipment). Issue Waybill /packing list.
16. Provide logistics and procurement support as needed for the sub-office shelters. Assist in the coordination of any needed maintenance, cleaning, utilities etc for the shelters.
17. Dispatch of goods in coordination with transport unit.
18. Any other tasks as may be required

**Required Competencies:**

The incumbent is expected to demonstrate the following values and 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.

#### **Required Qualifications:**

##### **Education & Experience**

- Completed a Secondary School Diploma from an accredited academic institution in administration, management and at least 03 (three) years' experience in a relevant field or bachelor with 1 year of relevant field experience.

##### **Skills**

- Knowledge of Procurement rules and regulations.
- knowledge of procurement and administrative management and effective resource management skills.
- Good computer skills, especially in MS Office.

#### **Languages:**

Fluency in French, English and Arabic (written and spoken) is required.

#### **Other:**

- Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances. Vaccination against COVID-19 is required. This will be verified as part of the medical clearance process.

**ADDITIONAL INFORMATION:**

- Incomplete applications will not be considered. Applications received after the closing date will not be accepted.
- Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.
- The list of accredited institutions can be found at <https://www.whed.net/home.php>

**Posting period:**

From **23/02/2023** to **9/03/2023**