



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates

Position Title : **Procurement and Logistics Assistant**
Duty Station : **IOM Libya in Tunis, Tunisia**
Classification : **General Service Staff, UG**
Type of Appointment : **Six months, with possibility of extension**
Estimated Start Date : **As soon as possible**

Closing Date : **September 16th, 2021**

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 Resources Management and in close collaboration with Global Procurement Supply Unit (GPSU) in Manila, the Common Services in Headquarters (HQs) and the Regional Office (RO) in Cairo, the successful candidate will be responsible and accountable for Procurement and Logistics Activities for IOM Libya Mission.:

Core Functions / Responsibilities:

1. Assist in the planning and 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. Assist the National Procurement and Logistics Officer regarding procurement requests and requirements to consolidate Office overall requirements and optimize purchasing power.
3. Assist in planning procurement actions and analyzing procurement requests.

4. requirements, select vendors, and confirm terms of Payment and terms of delivery. Update vendors database
5. 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.
6. 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.
7. Prepare Bids Analysis Summary, Purchase Orders, Assets Disposal Forms, Deeds of Donations, Deeds of Sale, Payment Request, Assets Assignment Forms – AAF; Assets Handover Forms-AHF, also assist in tracking the needful signatures from the various signatories.
8. 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.
9. Ensure that all received goods/works/services are in accordance with the terms and specifications of the respective PO/Contracts.
10. 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
11. Ensure that the newly procured assets are registered in PRISM and assigned respective Assets Master Numbers.
12. 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;
13. Prepare property lease contracts and rental agreements and its amendments.
14. Ensure that all IOM assets (furniture, equipment's, vehicles, etc.) are sufficiently insured at all times through a reputable Insurance Company under the best terms and conditions. Follow up on any claims that may arise.
15. Archiving system update and management with proper labels.
16. Undertake any other duties within the incumbent's capabilities that might be assigned by the Head RM 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

- Experience in managing diverse procurement and logistics operations;

- Demonstrated experience in training and managing large teams of co-workers, managing vendors and suppliers;
- Extensive knowledge of IOM/UN internal procurement and financial rules, as well as IOM's system and processes as they apply to procurement and logistics;
- 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 16 September 2021 at the latest, mentioning the job title in the subject line along with this special vacancy notice code **CFC.LY20.2021.01**
Emails without such indication will not be considered.

Only shortlisted candidates will be contacted.

Posting period:

From 09.09.2021 To 16.09.2021