



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

IOM TUNISIA: VACANCY NOTICE

Logistics/PROC Intern

The UN agency for Migration – IOM Tunisia is looking for **two Logistics/PROC Interns** according to the terms of reference stipulated below. Interested candidates are invited to submit their applications PHF, CVs and cover letter specifying the motivation for applications to Tunisrecruitment@iom.int no later than **04th of May 2021** indicating the reference code in the subject.

Please note that only short-listed candidates will be contacted and Applications submitted without PHForm will not be considered.

Duty Station:	Tunis, Tunisia
Position Title:	Logistics/PROC Intern
Classification:	Internship
Type of Appointment :	3 months with possibility of renewal
Estimated starting date:	ASAP
Reference Code:	IOM TUNISIA: Logistics/PROC Intern

Duties and Responsibilities:

Established in 1951, 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.

Under the guidance of the chief of mission, and the direct supervision of resource management officer, the incumbent will provide general Logistics & procurement support to the LOG/PROC team. S/he will do so in close consultation with relevant partners and colleagues of the IOM Tunis office. The incumbent be responsible for:

Essential Functions Include:

The selected candidate particularly will:



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1. Support to Verify compliance with procurement process for goods and/or services, including contracting conditions in line applicable rules;
2. Assist in preparing monthly tracking (PR, BID, agreement, stock, asset list per sub office)
3. Support team to ensure proper and systematic filing of all validated PR, BID, agreements and administrative documents
4. Provide general support to the team in the absence of the other colleagues in the Finance Unit.
5. Assist in reviewing regularly vendor evaluation feedback from project team
6. Update different monitoring tables, prepare Word, Excel documents as instructed
7. Perform other related administrative or financial duties as may be required.

Learning Objectives:

- Introduction of IOM's work;
- Opportunities to apply classroom knowledge in a professional environment along with an insight of the everyday office environment
- Build and develop professional relationships with IOM colleagues in other units
- Work as a team member in a multicultural setting
- Develop intranet content knowledge
- Internship Certificate and a letter of recommendation upon satisfactory completion of the internship.

Required Qualifications and Experience:

- Students approaching the end of their university studies and preparing a thesis, or recently graduated (less than one year) in Logistics or related area.
- Good analytical and problem-solving skills.
- Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds.
- clearly communicates, and listens to feedback on, changing priorities and procedures.

Languages:

Full fluency in written and spoken French and English. Knowledge of Arabic is an advantage.

Publication date:

From 20/04/2021 to 04/05/2021.