



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

SPECIAL VACANCY NOTICE IOM TUNISIA: SVNTN2021-031 Procurement/ Logistics Assistant

The UN agency for Migration – IOM Tunisia is looking for **Procurement/ Logistics Assistant** according to the terms of reference stipulated below. Interested candidates are invited to submit their applications including: PHForm, CVs and cover letter specifying the motivation for applications to Tunisrecruitment@iom.int no later than **19th September 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.

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| Position Title: | Procurement/ Logistics Assistant |
| Duty Station: | Tunis, Tunisia |
| Classification: | UG |
| Type of Appointment: | Special short term, 6 months with possibility of renewal |
| Estimated Start Date: | ASAP |
| Reference Code: | SVNTN2021-031 |

Organizational Context and Scope:

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 overall supervision of the IOM Tunisia Chief of Mission and the direct supervision of the Resource Management Officer, the successful candidate shall be responsible for carrying out procurement and logistics functions in accordance with IOM's regulations, rules and procedures.

Core Functions / Responsibilities:

In particular he/she will:

1. Receive all procurement and supply requisitions from the main office, sub offices and field offices and ensure all are endorsed prior to procuring.
2. Solicit for offers and quotations and prepare Bids analysis accordingly and share with the project managers and supervisors and make recommendation for best offers received on goods/services.;
3. Prepare the tender documents to be advertised in all fields for all works, services and goods after approved Purchase Requisition Forms (PRFs), and review requisitions to determine proper specification/item descriptions are included in solicitation document.
4. Maintain all supporting documentation and requisite authorizations in accordance with IOM rules and regulations throughout the procurement process, including PRF, Bids Analysis Summary, Purchase Orders, and including Delivery Receipts and Way Bills;
5. Follow up with suppliers for timely and proper delivery of the goods/services, coordinate with the receiving unit on goods/services to be received and obtain the satisfactory delivery notes and invoices from the receiving unit.
6. Conduct first review of vendor invoices to verify compliance with order and goods received; Prepare Payment Requests and ensure timely payment to suppliers/ service providers.
7. Provide recommendations on how to streamline local procurements; conduct market surveys, identify and research potential new suppliers/service providers.
8. In coordination with the relevant focal points, draft contracts for goods/services, rent of property for the recommended vendors with detailed scopes of work; prepare payment schedules for deliverables by indicating the completion time and obtaining necessary approvals from Legal Department; Implement adequate mechanisms to track all contracts.
9. Update timely and enter correctly all related data of purchases into PRISM.
10. Prepare reports and financial analysis of large purchases.
11. Ensure all purchased assets are properly recorded into PRISM and properly tagged once delivered.
12. Perform physical inventory verification of IOM assets when requested. Follow up proper procedure regarding assets disposal; ensure that assets are located accordingly and used in the IOM's best interest.
13. Conduct and follow up the office needs of stock, expendables, services and share the same with the Procurement and Logistics Officer/RMO
14. Carry out monthly analysis of Open Purchase Orders (POs), PRFs, open POs with MIGOs, POs with MIRO pending, beneficiaries assets and take required actions;
15. Provide full logistical support for delivery, construction activities in the main office and at the field including transportation to and from Tunis.
16. Follow up with the telephone service providers on pending invoices, reconciliation, make sure that the same applies to other vendors.
17. Keep proper filing system for all procurement documents.
18. Prepare and submit a monthly progress report on Logistics and Procurement activities.

19. Monitor IOM contracted vendors for cleaning, Electricity and garbage collections/Utilities.
20. Perform such other duties as may be assigned.

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: maintains 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

- 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 High School Degree/Certificate in Business Management, Procurement and Logistics, Economics or a related field from an accredited academic institution with five years of relevant professional experience; or Bachelor's Degree or Equivalent, or Higher in the above fields with three years of relevant professional experience. Experience in the field of assistance to victims of trafficking and / or humanitarian activities targeting vulnerable individuals.
- Hands on experience in International Procurement;
- Experience in a busy logistics unit;
- Previous experience with UN and International Agencies or NGO's is an advantage;
- Strong knowledge of computer applications, especially MS Word, Excel, Outlook and Access;
- Mature individual, with attention to details, able to work independently and under stressful conditions and tight deadlines;

- Demonstrated ability to maintain integrity in performing assigned responsibilities.

Languages:

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

Posting period:

From 03/09/2021 to 19/09/2021.