



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

VACANCY NOTICE IOM TUNISIA: VATN2021-026 Logistics Clerk

The UN agency for Migration – IOM Tunisia is looking for a **Logistics Clerk** 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 **21st November 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.

Position Title: Logistics Clerk
Duty Station: Tunis, Tunisia
Classification: G3
Type of Appointment: One Year Fixed Term contract;
Estimated Start Date: ASAP
Reference Code: VATN2021-026- Logistics Clerk

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 Chief of Mission (CoM), the direct supervision of the 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 Follow up on required interventions regarding the maintenance of IOM premises (construction, removal of partitions, painting, etc.) in liaison with the Procurement Unit, including technical interventions for maintenance of electrical installations, hydraulic installations and heating/air conditioning.

2. Support in the logistical and administrative aspects of assistance to migrants under IOM projects in Tunis in co-ordination with the respective colleagues (assist with photocopying/ collect of passports/distribution of hygiene kits...)
3. Ensure the correct storage and rotation of stocks, as well as proper structural maintenance of warehouse in view of maintaining all stocks in good condition.
4. Ensure that office premises are maintained in a condition in full compliance with IOM and local regulations.
5. Assist in procurement of low-value goods and services related to maintenance;
6. Raise petty cash vouchers for required maintenance purchases.
7. Handle replacement for incorrect or damaged goods/assets for Tunis offices
8. In coordination with direct supervisors, He/she evaluates vendors' performance regarding quality, prices, and delivery of goods and services related to maintenances works, in line with the Organisation's best interests and value for money.
9. Driving IOM Tunis office vehicle's.
10. Perform simple repairs, ensure administrative monitoring of major repairs (making appointments, obtaining an estimate of repair/maintenance work, monitoring office repair works, receiving the repaired vehicle).
11. Ensure availability of all vehicle required documents and supplies including insurance, logs, road maps, first aid kit, maintaining tools.
12. Ensure that the logbook is established, and well maintained, on a daily basis (raise the mileage on the register). A monthly report is prepared summarizing the statistics related to fuel consumption, mileage, for the vehicle to be submitted to the Logistics Assistant.
13. Carry out any assignments as directed by immediate superiors.

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 – 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 of experience in a relevant field or bachelor with 1 year of relevant field experience.
- 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 Arabic and French (oral and written).

Posting period:

From 05/11/2021 to 21/11/2021.