

Position Title : **Procurement and Logistics Officer**
Duty Station : **Addis Ababa, Ethiopia**
Classification : **Professional Staff, Grade P2**
Type of Appointment : **Special short-term graded, Six months with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **28 August 2018**

THE POSTING HAS BEEN ALREADY CLOSED. PLEASE DO NOT APPLY.

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. Read more about diversity and inclusion at IOM at www.iom.int/diversity.

Applications are welcome from first- and second-tier candidates, particularly qualified female candidates as well as applications from the non-represented member countries of IOM. For all IOM vacancies, applications from qualified and eligible first-tier candidates are considered before those of qualified and eligible second-tier candidates in the selection process.

For the purpose of this vacancy, the following are considered first-tier candidates:

1. Internal candidates
2. Candidates from the following non-represented member states:
Antigua and Barbuda; Cabo Verde; Comoros; Cook Islands; Cuba; Czechia; Djibouti; Fiji; Gabon; Grenada; Guyana; Holy See; Iceland; Kingdom of Eswatini; Kiribati; Lao People's Democratic Republic (the); Lesotho; Libya; Malawi; Marshall Islands; Mauritania; Micronesia (Federated States of); Montenegro; Namibia; Nauru; Palau; Papua New Guinea; Paraguay; Saint Kitts and Nevis; Saint Lucia; Saint Vincent and the Grenadines; Samoa; Sao Tome and Principe; Seychelles; Slovenia; Solomon Islands; Suriname; The Bahamas; Timor-Leste; Tonga; Tuvalu; Vanuatu

Second tier candidates include:

All external candidates, except candidates from non-represented member states.

Context:

Under the overall supervision of Chief of Mission and the direct supervision of the Resources Management Officer (RMO) in Addis Ababa, Ethiopia. The successful candidate will be responsible and accountable for the procurement and logistics activities of the IOM Country Office (CO) in Ethiopia, measured by IOM Procurement and Supply Objectives and Goals as follows:

- Best Value Sourcing and Value for Money;
- Availability and Quality Assurance;
- Compliance and Stewardship; and,
- Productivity and Efficiency.

The Procurement and Logistics Unit provides procurement/contracting, facilities management and vehicle fleet management support to the CO.

Core Functions / Responsibilities:

1. Support Procurement and Logistics Officer for all the procurement and logistics of ES/NFI and WASH both locally and internationally and ensure that the Organization's procurement procedures are strictly followed and in accordance to per IN/168. Check with Supplier preparation of each delivery of ES/NFI and WASH (Water, Sanitation and Hygiene) is on schedule.
2. Maintain contact and coordinate with relevant cluster Focal Points, as needed and Office for the Coordination of Humanitarian Affairs (OCHA) and Logistics Focal Points from humanitarian agencies on the ground on issues concerning the work of IOM.
3. Supervise the Logistics & Asset Management Assistant and his team for all IOM Warehouses in Ethiopia in the adherence with the Missions stockroom management practices to ensure there is no undue overstocking or loss. Control supply stock and monitor consumable materials in order to provide staff with ready access to commonly used items.
4. In coordination with Procurement and Logistics Officer, implement safety and wellness measures in warehouse management and ensure warehouse support staff follow these measures, including MOSS/SRM requirements.
5. Update warehouse records, documents and files, which includes copies of PRFs, POs, Core pipeline requests, waybills, Goods Received Notes, Packing lists, etc. Warehouse records should accurately reflect actual inventory, receipts, goods returned, withdrawals and impaired goods and losses. Generate weekly inventory tracking reports and monthly warehouse activities reports. Periodically conduct physical inventory counts to ensure the counts conform to values in the inventory tracking system, and to verify the condition of supplies in stock.
6. Supervise and monitor that products for dispatch meet the set type/quality specification standards as bids offered by the suppliers and stipulated on contract (including packing).
7. Monitor quality feedbacks and liaise with Procurement Officer and Program Manager for the continuous development and improvement of IOM goods and services. Identify quality gaps and propose ways for permanent solutions.
8. Ensure the logistical support to EPC and MMU for all trucks, Bus and Light Vehicle rental is in a timely manner.
9. Supervise the Logistics & Asset Management Assistant to ensure up-to-date inventories, tracking and recording of inventory and fixed assets, and the accurate reflection of these items in PRISM in IOM Ethiopia Mission.
10. Supervise Logistics Assistant to monitor maintenance and repair of office facilities, including preventive maintenance, and establish maintenance agreements with competent service providers when it is feasible and determined to be cost-effective.
11. Prepare weekly reports on logistics operations in IOM Ethiopia and review systems and operational modalities to enhance efficiency and propose and implement strategic adjustments towards increasing the effectiveness and accuracy of all logistic activities.
12. Assist Procurement and Logistic Officer with the annual review. Keep the copy of all Procurement's Long-Term Agreement LTAs) and filed properly. In coordination with the Legal Department, ensure the LTAs are updated and renewed on timely manner.

13. Perform such other duties as may be assigned.

Required Qualifications and Experience:

Education

- Master's degree in Business Administration, Supply Chain Management, Public Administration, International Relations or a related field from an accredited academic institution with two years of relevant professional experience; or
- University degree in the above fields with four years of relevant professional experience.

Experience

- Extensive field experience in an emergency managing diverse procurement and logistics operations;
- Demonstrated experience in training and managing large teams of co-workers, vendors and suppliers;
- Extensive knowledge of IOM internal procurement and financial rules, as well as IOM's PRISM elements as they apply to procurement and logistics;
- Excellent level of computer literacy and good knowledge of SAP/PRISM required.

Languages

Fluency in English is required.

¹ Accredited Universities are the ones listed in the UNESCO World Higher Education Database (<https://whed.net/home.php>).

Required Competencies:

Behavioral

- Accountability – takes responsibility for action and manages constructive criticisms;
- Client Orientation – works effectively well with client and stakeholders;
- Continuous Learning – promotes continuous learning for self and others;
- Communication – listens and communicates clearly, adapting delivery to the audience;
- Creativity and Initiative – actively seeks new ways of improving programmes or services;
- Leadership and Negotiation – develops effective partnerships with internal and external stakeholders;
- Performance Management – identify ways and implement actions to improve performance of self and others;
- Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility;
- Professionalism - displays mastery of subject matter;
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation;
- Technological Awareness - displays awareness of relevant technological solutions;
- Resource Mobilization - works with internal and external stakeholders to meet resource needs of IOM.

Other:

Internationally recruited professional staff are required to be mobile.

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

The list of NMS countries above includes all IOM Member States which are non-represented in the Professional Category of staff members. For this staff category, candidates who are nationals of the duty station's country cannot be considered eligible.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

How to apply:

Interested candidates are invited to submit their applications via PRISM, IOM e-Recruitment system, by 28 August 2018 at the latest, referring to this advertisement.

IOM only accepts duly completed applications submitted through the IOM e-Recruitment system. The online tool also allows candidates to track the status of their application.

Only shortlisted candidates will be contacted.

For further information please refer to: www.iom.int/recruitment

Posting period:

From 15.08.2018 to 28.08.2018

No Fees:

IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training or other fee). IOM does not request any information related to bank accounts.

Requisition: SVN2018/190(P)-ProcurementandLogisticsOfficer(P2)-AddisAbaba,Ethiopia (55613706)

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