



International Organization for Migration (IOM)
The UN Migration Agency

Position Title : **Procurement and Logistics Officer**
Duty Station : **Djibouti, Djibouti**
Classification : **Professional Staff, Grade P2**
Type of Appointment : **Special short-term graded, Nine months with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **16 April 2019**

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 VN, the following are considered first-tier candidates:

1. Internal candidates
2. Candidates from the following non-represented member states:
Antigua and Barbuda; Bahamas; Cabo Verde; Comoros; Cook Islands; Cuba; Fiji; Gabon; Grenada; Guinea-Bissau; Guyana; Holy See; Iceland; Kingdom of Eswatini; Kiribati; Lao People's Democratic Republic (the); Lesotho; Libya; 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; Solomon Islands; Somalia; Suriname; 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 the Chief of Mission (CoM) and the direct supervision of the Resources Management Officer (RMO) in Djibouti and in collaboration with the Global Procurement and Supply Unit (GPSU) at the Manila Administrative Centre (MAC), the successful candidate will be accountable and responsible for ensuring the appropriate implementation of Instructions, Regulations and Rules which govern IOM management of resources related to procurement in the Country Office (CO) and its sub-offices.

S/he will be responsible and accountable for providing support to ongoing activities with procurement and logistics services. S/he will also contribute to providing recommendations

aiming at increasing effectiveness, efficiency and transparency of the procurement management in the Djibouti; guided by the principles when undertaking all procurement activities:

- Best value for money
- Accountability, integrity and transparency
- Fairness and effective competition
- Best interest of IOM

Core Functions / Responsibilities:

1. Coordinate with the COM and RMO on the strategic planning for procurement and logistical needs.
2. Assist in the implementation of procurement, logistics, facilities maintenance, asset administration, warehousing and transport support (Fleet Management) within establish internal control mechanisms.
3. Monitor and update information/database for vendor/contractor accreditation and evaluation process to ensure availability of pool reliable vendors and contractors to address the needs of the country.
4. Contribute technical inputs for the preparation and implementation of permanent instructions for procurement, warehouse operations and asset administration that are compliant to IOM's general instructions, policies and procedures and donor requirements.
5. Update tracking system to account for commodities, supplies, equipment and project's assets in the mission. Monitor tracking system and ensure that it is functioning properly.
6. Support response capacity to the operational demands of IOM Djibouti
7. Assist the programme management in preparing and issuing call for proposals and bidding documents for the tendering of the project. Verify if proper biddings are done transparently and in accordance with the set rules and regulations under the Field Procurement Manual.
8. Train and supervise procurement and logistics assistants in Djibouti ensuring that they conform to established procedures and assist in producing monthly and regular reports.
9. Organize and maintain proper procurement and filing systems as well assist RMO in records keeping management in relation to the projects.
10. Identify transport companies and deploy effective and reliable vehicles for transporting materials and equipment needed in programme implementation.
11. Provide guidance to Country Offices and sub offices to implement contract tracking and administration system to ensure proper tracking and monitoring of contracts/agreements procured by projects. Provide support in drafting contracts agreements, including Long Term Agreements (LTAs), and ensure that proper coordination with Legal Unit is adhered to prior to any engagement to the contracting party.
12. Perform such other duties as may be assigned.

Required Qualifications and Experience:

Education

- Master's degree in Business Administration, Management, Logistics, Procurement or a related field from an accredited academic institution¹ with two years of relevant professional experience; or
- University degree in the above fields with four years of relevant professional experience.
- Certification in Procurement, Logistics or Supply Chain management is an advantage.

Experience

- Strong technical experience in procurement and logistics at an international level;
- Diverse experience working on complex projects and emergencies, specifically meeting timelines and milestones;
- Knowledge of asset management processes and procedures.

Languages

IOM's official languages are English, French and Spanish.

For this position, fluency in English and French is required (oral and written). Working knowledge of Spanish is an advantage.

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

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:** 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 2

- **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.

Managerial Competencies – behavioural indicators level 2

- **Leadership:** provides a clear sense of direction, leads by example and demonstrates the ability to carry out the organization's vision; assists others to realize and develop their potential.
- **Empowering others & building trust:** creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- **Strategic thinking and vision:** works strategically to realize the Organization's goals and communicates a clear strategic direction.

IOM's competency framework can be found at this link.

https://www.iom.int/sites/default/files/about-iom/iom_revised_competency_framework_external.pdf

Competencies will be assessed during a competency-based interview.

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 16 April 2019 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 03.04.2019 to 16.04.2019

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: SVN2019/101(P)-ProcurementandLogisticsOfficer(P2)-DjiboutiCity,Djibouti (55915278)

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