

Position Title : **Procurement Officer**
Duty Station : **Gaziantep, Republic of Türkiye**
Classification : **Professional Staff, Grade P3**
Type of Appointment : **Fixed term, one year with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **17 July 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 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; Djibouti; El Salvador; 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; 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 guidance of the Head of Sub Office - East, Southeast, Mediterranean (ESEM) Turkey Region and the direct supervision of the Senior Logistics Officer, in close collaboration with Emergency Support Unit (ESU) of the Department of Resources Management (DRM) at Headquarters (HQ), and the Global Procurement and Supply Unit (GPSU) in the Manila Administrative Centre (MAC), the successful candidate will be accountable and responsible for supporting the appropriate implementation of IOM Instructions and procedures governing procurement activities in Gaziantep, Turkey, following the general IOM principles of:

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

- Best interest of IOM

Core Functions / Responsibilities:

1. Overview and analyze procurement requests, identify service providers and evaluate information regarding vendors' performance in the areas of quality, prices and delivery of goods in view of IOM's best interests; maintain and update databases of preferred suppliers.
2. Review purchase requests for adequacy of information including specifications, quantities, methods of delivery and delivery time, and communicate with requisitioning staff to clarify information as necessary.
3. Conduct market analysis, study sources of supply, request quotations from selected sources, examine submitted cost estimates to ensure reasonableness of prices and adequacy of presentations. Make recommendations on the method to be used in the selection of the contractor and firms to be invited to submit bids and proposals.
4. Ensure follow-up action on contract award and Purchase Order (PO) status, to ensure procurement processes are duly followed.
5. Update the tracking system for supplies, tools and equipment. Ensure proper tagging of project assets and update the inventory list.
 - a. Upon receipt of materials, monitor contractor performance and certify completed work for compliance with contractual terms and payment.
6. Supervise the procurement team in preparing agreements, filing of support documents, ensure required documentation completion as per the agreement and guarantee diligent follow-up on reports.
7. Oversee the bidding process and provide support for procurement transactions; conduct appraisals, select suppliers and confirm terms of payment; and ensure authorization is received from the RMO and Chief of Mission.
8. Keep respective Project Manager(s) abreast of the estimated time of delivery or any changes that may affect or modify the pre-determined delivery conditions; ensure all expected merchandise is received in accordance with Purchase Order (PO) specifications, and that all goods are in good condition.
9. Ensure that appropriate funds are available for purchases. Ensure that appropriate records are kept on assets disposal and that they are located and used accordingly in IOM's best interest, and regularly ensure the update the asset inventory list.
10. Ensure that all procurement contracting processes and grant allocation processes are in full compliance and all activities are up to date with donor and IOM reporting and auditing requirements.
11. Participate in IOM inter-agency fora when required, including procurement working groups and the Logistics sector.
12. Oversee the development, tracking and control of relevant proposals, ensuring that all processes follow donor regulations and IOM rules and procedures. Identify and make recommendations for the resolution of potential issues.
13. Establish and maintain a weekly reporting system of programmatic activity and expenditure updates, for the mission, the donors and other counterparts as required.
14. Produce reports, develop reporting templates and refine existing mechanisms as required to

ensure appropriate institutional memory in the area of grants activities and management.

15. Strengthen and maintain the necessary administrative structures, systems and processes to ensure grants procurement transparency and a smooth implementation of the initiatives.

16. Monitor and maintain a full inventory of costs for each specific grant, coordinate program financial reporting and monitoring.

17. Supervise the procurement Assistants, providing training on all related aspects of the grants management process, pertinent databases and ensuring a high level of performance of the team.

18. Support the Senior Procurement and Logistics Officer in managing daily procurement operations and identify areas of improving effectiveness and efficiency, building maintenance and providing office logistics services.

19. Perform such other duties as may be assigned.

Required Qualifications and Experience:

Education

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

Experience

- Experience in procurement and operations;
- Experience in the UN system, a governmental, other multilateral or civil society organization is highly desirable;
- Proven excellent communication and negotiation skills;
- Proven ability to coordinate administrative activities;
- Good organizational skills;
- Proven ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds; and
- Good level of computer literacy.

Languages

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

For this position, fluency in English is required (oral and written). Working knowledge of Turkish, Arabic, Kurdish, French and/or 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:

Internals of the Organization and NMS candidates, as well as external female candidates, will be considered as first-tier candidates. This vacancy is also open to second-tier candidates.

The appointment is subject to funding confirmation.

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 17 July 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 04.07.2019 to 17.07.2019

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: VN 2019/178 (P) Procurement Officer (P3) - Gaziantep, Turkey (56042003) Released
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