



International Organization for Migration (IOM)  
The UN Migration Agency

## SPECIAL VACANCY NOTICE

### Open to Internal and External Candidates

Position Title : **Procurement and Logistics Assistant**  
Vacancy Number : **SVN/IOMSO/014/2019**  
Duty Station : **Nairobi, Kenya**  
Classification : **General Service Staff, Grade G5**  
Type of Appointment : **Short term, six months with possibility of extension**  
Estimated Start Date : **As soon as possible**

Closing Date : **19 February, 2019**

*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. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

#### **Context:**

Under the overall supervision of the Senior Supply Chain Officer and direct supervision of the National Procurement and Logistics Officer, the incumbent will be responsible for organizing procurement activities including obtaining quotations, tendering, purchase and delivery of office supplies and materials and equipment and providing project logistics and administrative support as well as preparing requests for payments, reporting and encoding.

#### **Core Functions / Responsibilities:**

1. Receive all procurement and supply requisitions from offices in Mogadishu, Puntland and Somaliland, project managers in Somalia Coordination Office in Nairobi and make sure all are endorsed prior to procuring using the IOM authorization matrix as applicable for the mission.
2. Process purchase requisitions (PR), requests for quote (RFQ) with vendor/s, prepare bid analysis summaries (BAS) followed by final preparation of purchase order (PO) through PRISM system using Material Management (MM) module. Make sure POs are delivered to suppliers and vendors and their signatures obtained.

3. Ensure all purchases are performed according to IOM procurement rules and implement appropriate mechanisms to avoid fraud and ensure transparency to complement the IOM rules and regulations on procurement.
4. Provide a monthly checklist on open commitments and follow up with relevant colleagues to ensure timely closure of all the PRs and POs in the PRISM system.
5. Manage cost effective procurement services in the area of contracts and long term agreements (LTA) in support of IOM Somalia operations.
6. Make sure assets (IOM and beneficiary) are created in PRISM through MM prior to procurement and acquired and transferred, deactivated once project are completed.
7. Advise project managers and supervisors on offers collected and best goods/services to be procured.
8. Follow-up with suppliers and ensure timely delivery of requested supplies and materials and keep the concerned project staff informed on the status of the delivery.
9. Coordinate with the receiving unit on Goods/Services to be received and obtain the satisfactory delivery notes and invoices from the receiving unit.
10. Maintain efficient filing system for all documents, reports and procurement records, tenders, bids, etc. and make sure it updated regularly.
11. Compile with the help of the NPLO a comprehensive database on the reliable vendors, service providers, contractor that could be used in Somali as well Kenya and conduct bi-annual vendor performance reviews, identify specialized supplier opportunities and implement vendor accreditation processes as required.
12. Coordinate with the Finance Department to ensure that prior to the final ordering and delivery of the equipment/materials, the project code, account code and budget line item have been determined.
13. Maintain an office supplies registry and conduct periodic stock taking to ensure that stationery and cleaning supplies are replenished in a timely manner.
14. Provide logistics assistance to projects including, but not limited to identifying appropriate venues for training/workshops, assisting Programme Assistants in preparing and compiling training materials, etc.
15. Prepare Service Agreements as and when required and ensure that LEG Dept. in Geneva has reviewed and endorsed the agreements/contracts prior the signature.
16. Liaise with suppliers and manufacturers for repair and warranty of damaged equipment's.
17. Oversee management of the Mission's fleet at Nairobi support Office and supervise the Drivers.
18. Plan, organize and coordinate the Nairobi support office's transport needs and ensure effective and efficient allocation of IOM vehicles and hired transport.
19. Undertake other duties that may be assigned from time to time which are commensurate to the position.

## ***Required Qualifications and Experience***

### **Education**

- University degree, preferably in the area of in Purchasing and Supply management, Logistics or Business Administration with at least four years of professional work experience in procurement and logistics, preferably in a non-government organization or UN agencies; or,
- Completed high school degree from an accredited academic institution with six years of professional experience;

## **Experience**

- Thorough understanding of IOM Procurement and Logistics policies, rules and regulations.
- Excellent communication and negotiation skills.
- Demonstrated ability to maintain integrity in performing responsibilities assigned.
- Ability to pay close attention to details, take initiative and work with minimal supervision
- Knowledge in using office equipment and excellent knowledge in Microsoft Windows. Prior experience in usage of SAP an added advantage.

## **Languages**

Fluency in **English** and **Somali** is required.

## ***Required Competencies***

### **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.

### ***Other***

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

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the

country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

***How to apply:***

Interested candidates should submit CV and a cover letter indicating the **Special Vacancy Notice Number (SVN No.), Position Title and the Duty Station** with three professional referees and their contacts (both email and telephone) to: [recruitmentsomalia@iom.int](mailto:recruitmentsomalia@iom.int)

***Posting period:***

From 06.02.2019 to 19.02.2019