



International Organization for Migration (IOM)
The UN Migration Agency

Position Title : **International Consultant Health Procurement Support Officer**
Duty Station : **IOM Nouakchott, Mauritania**
Type of Appointment : **Consultant (5-6 months)**
Estimated Start Date : **As soon as possible**

Context:

Under the overall supervision of the Chief of Mission and the direct supervision of the Resource Management Officer the, the successful candidate in coordination with the Global Procurement and Supply Unit (GPSU) will be responsible and accountable for logistics and procurement activities for IOM in Mauritania, 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.

Core Functions / Responsibilities:

1. Support the Procurement and Logistics Unit in supervising and conducting overall logistics and procurement activities, including procurement, supply, service/maintenance, and other contractual agreements, checking that all critical work and documentation are in order, on time and of high quality. Specific focus on health related procurement in the framework of anti-COVID 19 strategies.
2. Contribute to the development of tools for capturing procurement data and track and document progress towards the achievement of the procurement plans and schedules.
3. Assist with the coordination of procurement activities and provide guidance and training as required on IOM's procurement and supply chain policies, rules, regulations and procedures (focus on health procurement for COVID 19).
4. Supervise Procurement and Logistics Assistants and ensure they are provided with necessary guidance and support to deliver duties in line with IOM procedures and processes.
5. Assist with the organization and maintenance of systems and procedures for procurement/contracting of supplies, equipment, services needed by the Office.
6. Provide information to the Chief of Mission and RMO on risk mitigation of procurement activities and processes in the country in close coordination with GPSU.
7. Facilitate the timely submission of procurement reports and documentation to relevant Headquarters (HQs) Departments and to Manila Administrative Centre (MAC), as appropriate and produce regular progress reports, statistical information and briefing materials, as required.
8. Analyse procurement requests, identify service providers and evaluate information regarding vendors' performance in the areas of quality, prices and delivery of goods in view of the Organization's best interests; and maintain and update databases of preferred suppliers.

9. Follow up on purchase order (PO) statuses and keep the head(s) of unit(s) and respective Project Managers 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 PO specifications, and that all goods are in good condition.
10. Liaise with the various units and staff involved in the implementation of the ECHO funded project and anticipate risks related to Procurement and supply to facilitate the successful implementation of the project.
11. Provide daily support on the ECHO funded project implementation by compiling general background information on various factors, designing, and drafting supporting charts, schedules, graphs and tables, coordinating the collection and verification of project indicators, and providing administrative assistance.
12. Facilitate all internal and external narrative and financial reporting, including donor reporting, ensuring coordination and consolidation of partner reports according to ECHO donor guidelines.
13. Facilitate, monitor and record all coordination efforts on the ground, with partners, donors and stakeholders and ensure communication of outcomes to all partners in a timely manner in relation to the ECHO project.
14. Perform such other duties as may be assigned.

Key consultancy deliverables:

- A regular monthly report on project implementation in line with ECHO reporting template and forecasted activities.
- A monthly report on main issues solved and observed within the procurement and logistics unit.

Required Qualifications and Experience:

Education

- Master's degree in Business Administration, Management, Logistics, Procurement 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

- Experience in managing diverse procurement and logistics operations;
- Experience in providing procurement and logistics support in an emergency or post crisis setting;
- Demonstrated experience in training and managing large teams of co-workers, managing vendors and suppliers;
- Extensive knowledge of IOM/UN internal procurement and financial rules, as well as IOM's system and processes as they apply to procurement and logistics;
- Excellent level of computer literacy and good knowledge of SAP is an advantage.

Languages

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

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

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.p df](https://www.iom.int/sites/default/files/about-iom/iom_revised_competency_framework_external.pdf)

Competencies will be assessed during a competency-based interview.

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