



POST DESCRIPTION

SECTION 1

Position Information

Position Title	Logistic and Procurement Assistant
Position Grade	G-4
Duty Station	Yaounde, Cameroon
Position Number	To be created
Job Family	Logistic & Procurement
Organizational Unit	Resource Management Unit
Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position?	Country office – based position
Reports directly to	Head of Suboffice & Procurement and Logistic Officer
Number of Direct Reports	0

SECTION 2

Organizational Context and Scope

The International Organization for Migration (IOM) is committed to the principle that humane and orderly migration benefits migrants and society. As the leading international organization for migration, IOM acts with its partners in the international community to: assist in meeting the growing operational challenges of migration management; advance understanding of migration issues; encourage social and economic development through migration, and; uphold the human dignity and well-being of migrants.

Under the overall supervision of the Resource Management Officer and the technical supervision of procurement & logistic officer, the successful candidate in Yaounde will be responsible and accountable for procurement and logistics activities of IOM Mission.

SECTION 3

Responsibilities and Accountabilities

- 1- Assist in coordinating the acquisition, renovation, refurbishment, and regular maintenance of the MHAC facilities. Maintain an inventory and organize timely, cost-effective, and appropriate procurement and storage of stationeries, laundry and IT equipment and consumables, including Generator Fuel of MHAC
- 2- Monthly monitoring of assets and needs of MHAC;
- 3- Coordinate MHAC refurbishment, maintenance, and security-related issues with involved external agencies, SSU and Common Services (COS). Assist MHD colleagues involved in the categories of procurement (Administrative & finance colleagues) and logistics work within the area of responsibility: procurement, logistic (including facilities and fleet management);
- 4- In collaboration with operations and resettlement colleagues, organize and coordinate all logistic needed during Health assessment and PDMS of refugees;
- 5- Conduct procurement and logistics tasks within MHACs, including property and assets control, supply, service/maintenance, contractual agreements.
- 6- Receive procurement requests, identify service providers, and gather information regarding vendor's performance in the areas of quality, prices, and delivery of goods;
- 7- Solicit bids, quotations, and tender documents, and provide support for procurement transactions, analyse them for conformity to specified requirements; participate in appraisals and selection of suppliers: confirm terms of payment; prepare purchase orders and ensure receiving authorization by the Project Manager, the, the RMU and the Chief of Mission.
- 8- Follow up on purchase orders (PO) status and keep the head of unit and respective project managers abreast of 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;
- 9- Ensure that appropriate funds are available for purchase; ensure receipts are received when payment is conducted in cash; request authorization of the head of unit regarding bank transfer payments;
- 10- Maintain appropriate record on assets disposal; verify assets are located accordingly and used in IOM's best interest; regularly upgrade inventory list;
- 11- Assist in the adherence to stockroom management practices, in order to ensure there is no undue overstocking or loss; control supply stock and monitor consumable materials, in order to be able to provide staff with ready access to common regularly used items and replenishment;
- 12- Coordinate maintenance and repair of office facilities, including preventive maintenance;

- 13- Undertake field travel to programme sites to perform procurement and logistics support as necessary, upon request from the Program Manager;
- 14- Maintain and update databases of preferred suppliers;
- 15- Undertake frequent duty travel to field locations in order to train and support field staff;
- 16- Perform such other duties as may be assigned.

SECTION 4

Required Qualifications and Experience

EDUCATION

- 1- University degree in Business Administration, Management, Logistics, Procurement or a related field from an accredited academic institution with two years of relevant experience;
- 2- Secondary School Diploma with at least four years of relevant working experience.

EXPERIENCE

- 1- Experience in managing diverse procurement and logistics operations;
- 2- Excellent level of computer literacy and good knowledge is required;
- 3- Demonstrated experience in training and managing large teams of co-workers, managing vendors and suppliers;
- 4- Extensive knowledge of IOM internal procurement and financial rules, as well as IOM's PRISM elements as they apply to procurement and logistics is an added advantage.

SKILLS

- 1- In depth knowledge of the broad range of migration related subject areas dealt with by the Organization;
- 2- Knowledge of UN and bilateral donor programming;
- 3- Knowledge of financial rules and regulations;
- 4- Knowledge of International Public Sector Accounting Standards (IPSAS)

SECTION 5

Languages

REQUIRED

Fluency in English and French, with excellent written and oral skills.

DESIRABLE

Working knowledge of local dialect is an advantage.

SECTION 6

Competencies¹

■ The incumbent is expected to demonstrate the following values and competencies:

VALUES - All IOM staff members must abide by and demonstrate these five values:

Inclusion and respect for diversity: Respects and promotes individual and cultural differences. Encourages diversity and inclusion.

Integrity and transparency: Maintain 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.

Courage: Demonstrates willingness to take a stand on issues of importance.

Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

CORE COMPETENCIES - Behavioural indicators – Choose a level.

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 actions and delegated work.

Communication: Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

SECTION 7

How to apply

Interested applicants will have to submit their resume and cover letter by email to IOMCameroonApplication@iom.int by 23h59 on 10 March 2024, with the subject of the email being **“PLOG ASST – G4 – Yaounde ”**. Only applications that respect the above guidelines will be considered.

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.

¹ Competencies and respective levels should be drawn from the Competency Framework of the Organization.