



## SHORT VACANCY NOTICE

### Open to Internal and External Candidates

Position	: Procurement and Logistics Assistant
Duty Station	: Banjul, The Gambia
IOM Classification	: G4 – <b>GMD 28,234.66 per month</b>
Type of Appointment	: <b>Special Short-Term (SST) Graded Contract (6 Months with possibility of extension)</b>
SVN No.	: SVN 004/2024
Estimated Start Date	: As soon as possible
Closing Date	: 12 July 2024

IOM is committed to a diverse and inclusive environment. Internal candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

#### **Context:**

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and 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.

Under the overall supervision of the Chief of Mission and under the direct supervision of the Logistics and Procurement Officer, the successful candidate will contribute to the resource management and administration of IOM Gambia.

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

##### 1. Sourcing Tasks

- Identify local service providers;
- Analyze and evaluate that vendor's performance in terms of quality, prices, delivery, and equipment are in conformity with the organization's requirements;
- Liaise with in-location intergovernmental and non-governmental agencies in order to utilize their respective procurement networks when necessary;
- Ensure local administrative and finance procedures are in place and followed in accordance with the IOM regulations, specific to voucher systems.

##### 2. Procurement Tasks

- Coordinate with the RMO (Resources Management Officer) and Logistics and Procurement Officer on the planning for procurement and logistic needs of the IOM Mission in The Gambia.
- Confirm terms of payment and delivery conditions in order to prepare Purchase Orders (PO). Prepare Proformas, Purchase Orders. Ensure the appropriate level of authorization is received prior to releasing the orders;
- Follow up on PO status and keep abreast of availability of goods or any changes that may affect or modify the pre-determined conditions;
- Conduct tracking and reporting of service provision status.

- Support in the setup of sub-offices and transit centres and also facilitate all necessary procurement and logistical functions.
- Support motor transport management needs including fleet management, driver testing, vehicle maintenance, registration and insurance and related machinery and equipment. Supervise the overall repair and maintenance of all fleet vehicles and generators.
- Assist the Logistics and Procurement Officer in establishing a tracking system to account for commodities, supplies, equipment and project's assets in Banjul. Monitor tracking system and ensure that it is functioning properly.
- Assist the Logistics and Procurement Officer in asset inventory tracking
- Organize and maintain proper procurement and filing systems as well as assist RMO and Logistics and Procurement Officer in records keeping management in relation to the projects.
- Ensure regular voucher inventory and retrieval from vendors, for records and payment purposes;
- Perform any other duties as may be assigned

## Required Qualifications and Experience

### Education

- University degree in Business Administration, Management or a related field from an accredited academic institution with 2 years of relevant professional experience; or
- Completed High School degree from an accredited academic institution, with 4 years of relevant professional experience;
- Certified training on supply chain management, an advantage.

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

### Experience

- Experience preferably in supply chain management of which one year in IOM or any UN system or any international organization will be an advantage.
- Experience in procurement in international and or government process.
- Proficiency in SAP system, MS office applications such as Word and Excel.
- Knowledge of other applications such as Power Point and Visio an advantage.

### Languages

Fluency in English and one of the local languages is required; Fluency in French language is an advantage.

### Required Competencies

#### Behavioural

The incumbent is expected to demonstrate the following values and 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 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.

Only candidates residing in the country of the duty station within commuting distance of the duty station will be considered.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

Women with the above qualifications are encouraged to apply.

### ***How to apply:***

Interested candidates are invited to submit their applications via email to **iombanjulrec@iom.int** indicating position applied for on subject line by **12<sup>th</sup> July 2024**.

For the applications to be considered valid, IOM only accepts applications with a cover letter not more than one page specifying the motivation for application, addressed to **Human Resources, International Organization for Migration (IOM)** and with a subject line **SVN 004/2024 Procurement and Logistics Assistant G4**

All applications should include a functional email address, mobile numbers and detailed curriculum vitae (CV).

**Please note that only shortlisted candidates will be contacted.**

### ***Posting period:***

From: 28.06.2024 – 12.07.2024