



## SHORT VACANCY NOTICE

### Open to Internal and External Candidates

|                      |   |
|----------------------|---|
| Position             | : Procurement and Logistics Assistant   |
| Duty Station         | : Banjul, The Gambia  |
| IOM Classification   | : G5 – GMD 34,955.25 per month  |
| Type of Appointment  | : Special Short-Term (SST) Graded Contract (6 Months with possibility of extension) |
| SVN No.              | : SVN 005/2024  |
| 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 Resource Management Officer (RMO) and under the direct supervision of the Logistics and Procurement Officer; and in collaboration with relevant units in IOM Gambia, the successful candidates' primary role will support in coordination and implementation of the procurement process including obtaining quotations, tendering, purchases and deliveries of supplies/services at the Mission in The Gambia in accordance with IOM's Procurement policies and procedures:

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

##### **Procurement**

1. Assist to prepare a procurement plan for the programme based on the programme level work plan and in close coordination with the respective unit leads.
2. Assist supervisors in more complex, higher-value purchases.
3. Prepare tender documents, solicit bids and quotations as applicable; prepare bid analysis summary and share it with the requesting unit; may participate in the evaluation process and provide technical inputs.
4. Once the purchase is approved, confirm terms of agreement with selected suppliers, prepare the relevant documentation (purchase order, contract, etc.) and coordinate the required authorizations.
5. Monitor status of open commitments, including at country level, and follow up on the timely delivery of goods and services; upon delivery, coordinate with the receiving unit to obtain satisfactory delivery notes.
6. Monitor assets and assist country offices implementing the MPRR in asset management, reporting and maintenance.
7. Review vendor invoices, prepare payment requests and coordinate with Finance the timely payment to suppliers/service providers.

8. Create and maintain physical and electronic records of all documentation through the procurement cycle in accordance with IOM instructions and procedures; retrieve, present and analyse information from the system and prepare periodic reports highlighting issues that require attention.
9. Assist the Procurement and Logistics unit of the Senegal CO in conducting market surveys to identify potential new suppliers/service providers; participate in their evaluation regarding quality, prices and services in line with the organization's best interests.
10. Keep track of any contractual agreements and inform concerned parties for timely renewal; monitor office supplies and service and prepare requisitions when required and coordinate with Finance Unit the payment of utilities invoices.
11. Provide briefing and technical guidance to all staff in the office on procurement related instructions and procedures. Logistics
12. Perform logistics tasks related to workshops, seminars, activities of the MPRR programme; including vehicle coordination.

#### General

13. Provide training and guidance to new/junior staff in the unit.
14. Perform 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 in procurement and logistics and working with vendors and service providers;
- Experience with asset management process;
- Experience working with IOM/UN Procurement and Logistics Rules and Procedures is an advantage;
- Experience working in an international organization an advantage.

#### Skills

- Skills and knowledge in Conducting local/international procurement, clearing & forwarding, Government laws and regulations, insurance and inventory/stock/supplies and management.
- Ability to work under time constraints and deadlines in challenging settings.
- High integrity and willingness to conduct her/himself transparently while performing assigned task.
- Ability to maintain confidentiality; ability to work under pressure, with minimal supervision, and in a culturally diverse team.
- Knowledge of SAP (PRISM) is desired.
- Common software applications such as Microsoft Packages (e.g. Word and Excel).

#### Languages

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

## Required 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: 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.

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 – 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 actions 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](mailto: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 005/2024 Procurement and Logistics Assistant G5**

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