



IOM International Organization for Migration

## SHORT VACANCY NOTICE

### Open to Internal and External Candidates

Position	: JUNIOR PROCUREMENT ASSISTANT
Organizational Unit	: Resource Management (Procurement & Logistics)
Duty Station	: Yola
IOM Classification	: Special Short Term (SST) Grade equivalent, G3
Type of Appointment	: Contract Basis, 06 Months, Possibility of Renewal
SVN No.	: SVN2017/101
Estimated Start Date	: As soon as possible
Closing Date	: 5 December, 2017

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.

IOM is committed to a diverse and inclusive 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:**

Working under the overall supervision of Head of office in coordination with the Resource Management Officer (RMO) and the direct supervision of the Procurement and Logistics Officer (PLO) the incumbent will be responsible for carrying out procurement and logistics functions in accordance with IOM's regulations, rules and procedures. In particular, s/he will:

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

1. Solicit and monitor bids or quotations, analyse them for conformity to specified requirements, conduct appraisals and confirm terms of agreement with selected suppliers; prepare proforma purchase orders and ensure authorization by relevant authorities according to Mission Permanent Instruction.
2. Monitor loading of goods ordered from selected suppliers and ensure timely delivery of goods to requesting unit
3. update and maintain procurement database
4. Manage the fleet of Vehicles and assign vehicle for day to day function in Yola, prepare movement report weekly and monthly
5. Keep control of vehicles and generator - maintenance and timely repairs & services and coordinate with service provider to get maintenance and timely repairs & services of rented vehicles.
6. Perform any other duty as assigned.

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

- Degree / Certificate in related field; or an equivalent combination of education, training & experience;;
- Minimum of three years (or One Year for Holders of University Degree) in Database and Asset Management is an added advantage; preferably within the United Nations or the International Humanitarian Field; preferably within the United Nations or the International Humanitarian Field
- Demonstrated proficiency with Microsoft Office applications, including Excel, PowerPoint, Good knowledge of

information technology and proficiency in Microsoft Office applications especially Excel, Word, PowerPoint, Publisher, and SharePoint.

- Experience of supporting all aspects of project management and familiarity with international standards and EU regulations a plus;

## **Languages**

Fluency in **English** and Native Language; Fluency in all languages advantageous;

## **Required Competencies**

### **Behavioural**

The incumbent is expected to demonstrate the following competencies:

- Accountability – takes responsibility for action and manages constructive criticisms
- Client Orientation – works effectively well with client and stakeholders
- Continuous Learning – promotes continuous learning for self and others
- Communication – listens and communicates clearly, adapting delivery to the audience
- Creativity and Initiative – actively seeks new ways of improving programmes or services
- Leadership and Negotiation – develops effective partnerships with internal and external stakeholders;
- Performance Management – identify ways and implement actions to improve performance of self and others.
- Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility;
- Professionalism - displays mastery of subject matter
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation.
- Technological Awareness - displays awareness of relevant technological solutions;
- Resource Mobilization - works with internal and external stakeholders to meet resource needs of IOM.

### **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 **HRNIGERIA@iom.int** indicating position applied on subject line **by Tuesday 5<sup>th</sup> December 2017**

In order 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 **SVN2017/101 Yola. Junior Procurement Assistant G3**

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

**Please note that this position is open only to Nigerian National applicants and only shortlisted candidates will be contacted.**

### **Posting period:**

From 22.11.2017 to 05.11.2017