



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	: Abuja
IOM Classification	: Special Short Term (SST) Grade equivalent, G3
Type of Appointment	: Contract Basis, 06 Months, Possibility of Renewal
SVN No.	: SVN2017/83
Estimated Start Date	: As soon as possible
Closing Date	: 17 October, 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 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. Organize and maintain tracking and filing systems, retrieval system/ procedures for procurement and logistics process archive document in Abuja and possibly in offices.
2. Liaise with procurement and logistics assistants in Abuja and field offices and verify, organize previous years document archives
3. Liaise with Logistics Staff and verify, organize and orderly archive the vehicles running log sheets and repair and maintenance records for current and previous years.
4. Perform any other duty as assigned.

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

- Completed University Degree or Certificate in Supply Chain Management, Purchasing and Supplies, Logistics or Business Administration or related field;
- Minimum of three years (or One Year for Holders of University Degrees) in Procurement & Logistics field;
- Previous experience in Database and Document Archive Management is an added advantage Demonstrated ability to maintain integrity in performing responsibilities assigned.
- 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 **applications-ng@iom.int** indicating position applied on subject line **by Tuesday 17<sup>th</sup> October 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 **SVN2017/83 Abuja. 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 04.10.2017 to 17.10.2017