



IOM International Organization for Migration

## SHORT VACANCY NOTICE

### Open to Internal & External Candidates

Position	: <b>LOGISTICS ASSISTANT</b>
Organizational Unit	: <b>Resources Management (Procurement &amp; Logistic)</b>
Duty Station	: <b>Abuja</b>
IOM Classification	: <b>Special Short Term (SST) Grade equivalent, G4</b>
Type of Appointment	: <b>Contract Basis (Renewable)</b>
SVN No.	: <b>SVN2017_64</b>
Estimated Start Date	: <b>As soon as possible</b>
Closing Date	: <b>06 August, 2017</b>

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. Assist coordinating the movement of the IOM fleet in an efficient and effective manner. Also with the scheduling of the daily movement of vehicles.
2. Keep control of vehicles' maintenance and timely repairs & services and coordinate with service provider to get maintenance and timely repairs & services of rented vehicles.
3. Update IOM vehicle list in a timely manner and prepare movement report on a weekly and monthly basis.
4. Prepare accident reports and follow up claims from insurance companies for IOM vehicles and inform car rental in cases of rented vehicles.
5. Dispensing & tracking fuel vouchers to the drivers as needed.
6. Maintain and ensure regular function of generator and equipment.
7. Check the fuel consumption and maintain mileage records.
8. Maintain fuel supply service agreement and keep track of monthly payment.
9. Assist assigning duties to the driver and monitor driver's log sheets.
10. Keep control of insurance, revenue licence and other vehicle related documentation.
11. Draft general correspondence related to transport matters.
12. Prepare documentation related to transport/logistics payments.

13. Be responsible for receipt of consignment and keep records.
14. Responsible of handling a Petty cash for vehicle running costs.
15. Provide general assistance in the process of obtaining legal clearance for service and lease contracts and monitor their timely renewal.
16. Facilitate the process of vehicle related PRF, BAS and arrange purchasing of spare parts for the vehicle.
17. Perform such other duties as maybe assigned

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

- High school degree; or, Bachelor's degree in Purchasing and Supplies, Logistics or Business Administration or related field;
- Thorough understanding of IOM Procurement and Logistics policies, rules and regulations considered an advantage.
- Knowledge on local road safety and highway regulation.
- Knowledge of motor mechanic, vehicle and equipment maintenance
- or an equivalent combination of education, training & experience;
- Minimum four years of relevant working experience for candidates with high school degree ; and, minimum two years of relevant working experience for candidates with Bachelor's degree ;
- Demonstrated ability to maintain integrity in performing responsibilities assigned.
- preferably within the United Nations or the International Humanitarian Field
- Proactive; Independent Worker; A great team player; Fast Learner; IT Literate; Interpersonal Skills; Communication & Negotiation Skills; Administrative & Time Management Skills; Proficiency in Microsoft applications especially spreadsheets and word processing; Must have strong analytical, planning and people management skills; Ability to prepare clear and concise reports

### **Languages**

Fluency in **English** and Native Language; Fluency in multiple native 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
- 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.

#### ***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](mailto:HRNIGERIA@iom.int) indicating position applied on subject line **by Sunday 06<sup>th</sup> August, 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\_64 Abuja. Logistics Assistant**

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 01.08.2017 to 06.08.2017