



IOM International Organization for Migration

## SHORT VACANCY NOTICE

### Open to Internal and External Candidates

Position	: <b>PROCUREMENT ASSISTANT</b>
Organizational Unit	: <b>Resource Management (Procurement &amp; Logistics)</b>
Duty Station	: <b>Abuja</b>
IOM Classification	: <b>Special Short Term (SST) Grade equivalent, G5</b>
Type of Appointment	: <b>Contract Basis, 06 Months, Possibility of Renewal</b>
SVN No.	: <b>SVN2017.82</b>
Estimated Start Date	: <b>As soon as possible</b>
Closing Date	: <b>17 October, 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. Liaise with project managers and sub-offices regarding procurement and service requests in order to consolidate overall mission procurement and optimize purchasing power.
2. Solicit bids or quotations, analyze 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.
3. Follow-up on the status of purchase orders and keep the requesting unit abreast of estimated time of delivery or any changes that may affect or modify the pre-determined delivery conditions
4. Ensure that goods delivered conform to the specifications in the purchase order and are in good condition
5. Monitor loading of goods ordered from selected suppliers and ensure timely delivery of goods to requesting unit
6. Take responsibility for all financial aspects relating to procurement and coordinate with finance unit to ensure availability of funds for making payments against procurement.
7. Ensure receipts are received when payment is conducted in cash. Request authorization from competent authority for making bank transfers.
8. Apply and obtain import duty exemption approvals from relevant entities; Select appropriate custom clearance and forwarding agent to handle imports; Handle custom clearance documentation and obtain necessary authentication to ensure release imports cargos with short lead-time
9. Implement and maintain procurement database; Organize and maintain electronic and physical procurement files
10. When necessary undertake trips to the sub-offices to ensure adherence to IOM procurement rules and procedures and train local staff in the area of procurement.

11. 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;
- Knowledge on Government requirements on duty exemptions
- Minimum of five years (or Three Years for Holders of University Degrees) in Procurement & Logistics field;
- Experience in imports and custom clearance procedure and process;
- 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 **SVN2017/82 Abuja. Procurement Assistant G5**

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