



IOM International Organization for Migration

SHORT VACANCY NOTICE

Open to Internal & External Candidates

Position : **Junior Logistics Assistant**
Organizational Unit : **Resource Management Unit**
Duty Station : **Lagos**
IOM Classification : **G3**
Type of Appointment : **Special Short-Term (SST) 6 months with possibility of extension**
SVN No. : **SVN2023.132**
Estimated Start Date : **As soon as possible**
Closing Date : **13 November 2023**

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, 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 work environment. Read more about diversity and inclusion at IOM at www.iom.int/diversity. Applications are welcome from first- and second-tier candidates, particularly qualified female candidates. For all IOM vacancies, applications from qualified and eligible first-tier candidates are considered before those of qualified and eligible second-tier candidates in the selection process.

Context:

Working under the overall supervision of the Supply Chain Officer (SCO) and the direct supervision of the Senior Procurement and Logistics Assistant, the incumbent will be responsible for supporting the procurement and logistics process including obtaining quotations, tendering, purchases and deliveries of supplies/services and payment processing at the Lagos Sub-Offices as well as the Mission in Nigeria in accordance with IOM's Procurement policies and procedures.

Core Functions / Responsibilities:

1. Carry out clerical tasks to support the smooth running of activities in the Unit.
2. Conduct outdoor activities for checking prices, making small purchases, collecting, and delivering documents and other goods.
3. Assist in Preparing Purchase requisitions for common costs.
4. Maintain files, databases and Invoice tracking sheet of the unit including routing documents for signatures/approvals.
5. Monitor stock level of consumables, supplies, and other materials needed by the office and alert on the need to restock.
6. Routine follow up of Goods receiving note and service completion forms from the receiving unit.

7. Assist in maintaining records for office supplies and other consumables/materials.
8. Conduct regular inspection of office supplies store and verify stock level with bin cards.
9. Support the organization of Invoices received for request for Payment preparation and smooth running of activities in the unit.
10. Carry out filing of physical and electronic documents of all procurement records.
11. Perform any other duties as may be required from time to time.

Education:

- University Degree in Business Administration, Purchasing & Supply or a related field from an accredited academic institution with a minimum of one year experience.
- High School Diploma with minimum three years of relevant professional experience.

Experience:

- At least one year experience in Supply Chain Management.

Languages:

Fluency in English (oral and written) required, working knowledge of the local language.

Skills:

- Skills and knowledge in Conducting local/international procurement, clearing & forwarding, Government laws and regulations, insurance and inventory/stock/supplies and management.
- Very good understanding of IOM Procurement and Logistics policies.
- Knowledge of SAP (PRISM) is desired,
- Common software applications such as Word, Excel, PowerPoint and Access.
- Demonstrated ability to maintain integrity in performing responsibilities assigned.

Required Competencies:

Behavioural

The incumbent is expected to demonstrate the following competencies:

Values

- Inclusion and respect for diversity respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintain 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 action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring, and motivational way.

Other

Only candidates residing in the country of the duty station and within commuting distance of the duty station will be considered.

Appointment will be subject to certification that the candidate is medically fit for appointment, confirmation of all documents, 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 **Monday, 13 November 2023** and follow this link: <https://forms.office.com/e/9wQ7uybxzU>

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 **SVN2023.132 Junior Procurement and Logistics Assistant Lagos.**

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 **31.10.2023 to 13.11.2023**