

**Open to Internal and External Candidates**

Position Title	: Supply Chain Assistant (2 Positions)
Organizational Unit	: Supply Chain Division
Duty Station	: Mosul - Iraq
Classification	: General Service Staff, Grade G5
Type of Appointment	: Special Short Term contract (SST)
Duration of Appointment	: Six (6) months with possibility of extension
Closing Date	: 30 <sup>th</sup> November, 2022
Reference Code	: SVN2022/IRQ/269

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. Applications from qualified female candidates are especially encouraged as well as the 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:**

Under general guidance of the Chief of Mission (CoM)/DCoM , overall supervision of the Senior Resources Management Officer , the administrative supervision under Head of Office/Suboffice and technical supervision of Supply Chain Officer, the Supply Chain Assistant is responsible for the following

**Core Functions / Responsibilities:**

1. Conduct regular market survey and identify reliable suppliers in the Regional Office;
2. Monitor and coordinate all multifunctional logistics requirements for Erbil regional Office;

**A) Procurement and logistical Tasks:**

1. Support the conduct of procurement activities for projects through the JOC structure implementation in Iraq.
2. Ensure full compliance of procurement activities with IOM Field Procurement Manual, Financial Rules and Regulations, relevant Organizational Policies; donor regulations (when required)
3. Assist in transactional procurement including tendering processes, evaluation, contracting, payment conditions, and performance evaluation

4. Provide monthly reports to the Head of Regional Office and Senior Logistics Coordinator on procurement activities and implementation status.
5. Prepare and coordinate with Amman Support Cell the conduct of RFQs, PRs, receipt of quotations, bids or proposals, their evaluation, negotiation of certain conditions of contracts in full compliance with IOM rules and regulations.
6. Prepare and follow up on purchase orders for goods, GRN ,AWB and contracts for services
7. Support the JOC structure in their training arrangements within the Office, in terms of hotel bookings, transportation arrangement and invoice payments.
8. Regularly update Vendor Information Sheets (VIS) and elaborate supplier selection.
9. Maintenance and update of all procurement files and Procurement transaction tracking matrixes and sharing the matrix with Amman Support Cell.

**B) Assets control Tasks:**

1. Responsible for tracking & informing Amman Support Cell regarding Assets and Inventory movements of all expendable and non-expendable items.
2. Control that tags are affixed to the assets.
3. Ensure assets are located where they should be and used in IOM's best interest.
4. Inform and coordinate with Amman Support Cell in terms of equipment write-offs for all IOM assets within the Office and ensure donated assets are duly registered.
5. Regularly update of assets assignment forms and inventory data bases.

**C) Finance related Tasks:**

1. Liaise with Amman Support Cell to ensure appropriate funds are available for purchases.
2. Ensure receipts are received when payment is conducted in cash. Request authorization of CoM, Resource Manager and Senior Logistics Coordinator regarding bank transfer payments.
3. Manage logistics filling system in the assigned office
4. Ensure appropriate receipts are received when payment is conducted in cash.

**D) Other Tasks:**

- Any other duties as assigned by CoM/HoO.

## Qualifications;

### Education

- University degree in Procurement, Business Administration, Project Management or related field from accredited academic institution with 3 years of relevant professional experience
- Completed High School degree from accredited academic institution with 5 years relevant professional experience.

### Experience

- Professional experience with specific focus on local/international procurement, clearing & forwarding, VAT, GoY laws and regulations,
- fleet management experience and insurance management
- Experience in inventory/stock/supplies management.
- Experience working with an international organization or NGO in the procurement section

### Languages

- Fluency in English and Arabic are required;
- Any other language is an advantage.

### *Required Competencies*

The incumbent is expected to demonstrate the following values and 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.

#### 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.

**IOM IN/234 - Policy and Procedures for Preventing and Responding to Sexual Exploitation and Abuse**  
*IOM has a policy of zero tolerance of sexual exploitation and abuse (SEA) by IOM staff members and the employees or any other persons engaged and controlled by IOM Contractors. The staff members and all contract type holders shall protect against and prevent sexual exploitation and abuse (PSEA).*

***Others***

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

***How to apply:***

**While this vacancy is open to both Internals and Externals, priority shall be given to qualified Internal applicants.**

Interested candidates are invited to submit their applications via a link:

<https://iraqdatacenter.iom.int/Vacancy/Apply/SVN2022IRQ269>

For an application to be considered valid, IOM only accepts online profiles duly completed. Only shortlisted candidates will be contacted.

***Posting period:***

From 16.11.2022 to 30.11.2022