



IOM International Organization for Migration

### Open to Internal and External Candidates

Position Title : **Supply Chain Assistant – Facilities Maintenance & Admin**  
Organizational Unit : **Supply Chain Division**  
Duty Station : **Erbil – 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 : **14<sup>th</sup> February, 2024**  
Reference Code : **SVN2024/IRQ/042**

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 head of resources management and the overall supervision of supply chain officer and direct supervision of the Senior Supply Chain Assistant (Logistics); and, in collaboration with relevant units at Erbil Office, the Supply Chain Assistant – Facilities Maintenance & Admin will be responsible and accountable for supporting the Facilities Maintenance and Admin functions in Erbil Sub Office.

#### **Core Functions / Responsibilities:**

##### Facilities Maintenance

1. Adhere to the proper IOM administrative procedures and standards as well as highest degree of personal and professional ethics for facilities maintenance .
2. Ensure that maintenance requests are responded to and addressed in timely manner and payments for services rendered are submitted to Finance for process on time.
3. Ensure that all Facilities maintenance activities are approved by the relevant Project Manager in accordance to the approval authorization matrix and donor’s requirements.
4. Maintain records of all Facilities Maintenance transactions, ensuring that an efficient filing system for records are kept as per IOM procedures.
5. Ensure generator, lift and security xray machine service and mintenance schedules are observed and respected.

6. Support the Snr Supply chain Asst (Logistics) with ensuring that contracts of service providers are up to date.
7. Coordinate with Procurement and Finance to ensure efficient and timely maintenance is carried out.
8. Prepare monthly progress report for all Facilities Maintenance activities.

#### Management of Office Stationary & Consumables

9. Ensure timely replenishment of office stationary
10. Maintain up to date records of movement of office stationary, making sure that receipts, requests and dispatches are properly filed for future reference
11. Prepare monthly report for all stationary management activities.
12. Ensure that stationary store rooms are properly packed and items are easily accessible and can be counted easily.
13. Track Sim Cards – purchasing, receiving, issuing out and receiving returned cards.
14. Ensuring that there is adequate airtime credit for top up by staff and that automatic top up of Staff phone credit is done timely.
15. Monitor Service providers for office cleaning, garbage removal, maintenance of generators lift and security xray machine.
16. Monitor office cleanliness and ensuring that kitchen and toiletry supplies are available for use by staff.
17. Perform other duties as may be assigned.

#### **Qualifications;**

##### **Education**

- University degree in a 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 procurement, VAT, GoI laws and regulations,
- Facilities management experience and insurance management
- Experience in inventory/stock/supplies management.
- Experience working with an international organization or NGO in the logistics section

##### **Skills**

- Ability to work independently or with minimal supervision;
- Managerial skills are required (planning, organization and reporting).
- Good communication skills
- Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds, ability to handle confidential matters
- Ability to meet deadlines and work under pressure.
- Good level of computer literacy, knowledge of SAP will be considered as an advantage.
- Personal commitment, efficiency, flexibility, drive for results

## Languages

- Fluency in English, Kurdish 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/SVN2024IRQ042>

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

***Posting period:***

From 31.01.2024 to 14.02.2024