



IOM International Organization for Migration

### Open to Internal and External Candidates

Position Title	: Senior Supply Chain Assistant - Logistics
Organizational Unit	: Supply Chain Division
Duty Station	: Erbil - Iraq
Classification	: General Service Staff, Grade G7
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/043

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 and direct supervision of Supply Chain Officer; and, in collaboration with relevant units at Headquarters and the Administrative Centres, the Senior Supply Chain Assistant – Logistics will be responsible and accountable for managing the Supply Chain Management (Logistics) functions in Iraq Mission.

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

1. Supervise logistics staff in Erbil sub-office and support the Supply Chain Officer with logistics management technical support oversight for the mission including - property and assets Control, supply, facilities management and vehicle fleet management.
2. Consolidate monthly Logistics reports from all field locations and submit for review by the Supply Chain Officer. These include Fleet reports for both IOM Vehicles and rented vehicles and generator reports.
3. Ensure full compliance of logistics processes including relevant Organizational Policies; donor regulations (when required).
4. Support the Supply Chain Officer in logistics forecasting, planning, implementation and monitoring aspects related to logistical needs of the mission.
5. Participate in supply chain management related operational activities including logistics forecasting, planning of uninterrupted supply chain schedule, setting the priorities, and addressing urgent operational needs.
6. Participate and assist in transactional procurement including tendering processes, contract award, determining payment conditions and performance evaluation of suppliers.

7. Coordinate with the vendors and ensure timely delivery of ordered goods/works/services. Ensure that receipt of delivered goods/works/services are fully documented with the requirement documents (GRN, Progress Report, Certificate of Completion, Service Completion Certificate, etc.)
8. Advise and support program staff on logistics operations, systems and policies across the mission. Participate and support in effective roll out of ERP Systems for logistics services in the mission.
9. Support the Supply Chain Officer with providing Logistics Training to logistics staff and program staff across the mission.
10. Ensure that LTA (Long term Agreements) are established and are up to date for logistics goods/works/services commonly needed by the mission.
11. Constantly review the Logistics processes and analyze risks and bottlenecks; propose solutions and ensure controls are put in place to address the challenges.
12. Coordinate with procurement to ensure that insurance policies for all logistics services are upto date – IOM Vehicles, Assets, Warehouses and Goods in transit.

### **Fleet Management**

13. Coordinate with Fleet focal points in all locations to ensure timely submission of monthly PRs for vehicle rental before the beginning of each month.
14. Coordinate with Fleet Focal Points in all locations to ensure timely submission of monthly vehicle rental invoices for processing in Finance ensuring that all required documents have been reviewed and attached as required.
15. Support Fleet Focal Points in all locations to ensure timely servicing and maintenance of IOM Vehicles and generators and ensure that logbooks and service schedules are maintained.

### **Warehousing**

16. Monitor and coordinate supply chain requirements for all warehouses making sure that delivery of relief items is conducted in timely and cost-effective manner.
17. Coordinate mid-year and annual physical warehouse stock verification exercises and submit reports to MSCU.
18. Conduct warehouse physical spot checks and ensure that warehouse documents are accurate and up to date.
19. Ensure that warehouse stock reports are accurate and are completed on time and also match the physical stock.

### **Facilities Maintenance and Admin**

20. Ensure that maintenance and repair of office facilities, including preventive maintenance is done timeously and challenges raised are addressed. Establish maintenance agreements with competent service providers, when it is feasible and determined.
21. Ensure that all admin services for the Erbil Office are paid on time and coordinate with other logistics focal points across the mission that the same is done.

### **Assets Management**

22. Coordinate with Asset Focal Persons in Erbil and Baghdad to ensure assets movements is tracked on time and accurately and assets are located where they should be and used in IOM's best interest.
23. Conduct physical asset spot check regularly to ensure that the assets in each location match the master asset register and also ensure that asset tags are attached to each asset.
24. Coordinate with Asset Focal points in Erbil and Baghdad to ensure that unposted assets are posted and beneficiary assets are retired in a timely manner.

25. Coordinate with Asset Focal Points in Erbil and Baghdad to ensure that annual physical asset verification exercise is done and a report is produced. To also ensure that damages assets are coordinated for disposal and lost assets are retired accordingly,
26. Perform other duties that may be required relevant to the incumbent's job description

## Qualifications.

### Education

- University degree in a related field from accredited academic institution with 5 years of relevant professional experience
- Completed High School degree from accredited academic institution with 7 years relevant professional experience.

### Experience

- Professional experience with specific focus on local/international procurement, clearing & forwarding, VAT, Gol 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

### 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

- English, Arabic and Kurdish 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: maintains 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 2***

Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.

- Fosters a sense of team spirit by developing a shared understanding, accountability and enthusiasm for the team's work.
- Displays a high level of cultural awareness, sensitivity to different ways of working and leverages individual strengths in order to build a better team.
- Shares credit for team accomplishments and ensures that the contribution of others is recognized.
- Helps create a positive team spirit, putting aside personal considerations to help the team achieve its goals.

Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.

- Produces high-quality results and workable solutions that meet clients' needs.
- Anticipates constraints, identifies solutions and takes responsibility for addressing critical situations.
- Monitors own and others' work in a systematic and effective way, ensuring required resources and outputs.
- Aligns projects with Organization's mission and objectives and demonstrates a good understanding of the impact of team's and own work on external and internal counterparts.

Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.

- Disseminates and shares knowledge openly and actively contributes to knowledge/network communities for topics relevant to area of expertise.
- Encourages knowledge-sharing across units/departments and ensures that knowledge is captured, recorded and disseminated appropriately.
- Builds networks for the effective communication and exchange of knowledge and ideas and puts others into contact with various sources of knowledge.
- Contributes to an environment that is conducive to innovation and learning.

Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.

- Proactively seeks responsibility in delivering towards the goals of the Organization.
- Plans and organizes work with a clear and deliberate focus, ensuring commitments are easily identified and progress is widely communicated.
- Stands by the actions of team or department, publicly accepting ownership.
- Takes responsibility of own shortcomings and those of the work unit, where applicable.

Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

- Speaks and writes clearly and effectively.
- Seeks to share information with others, with due respect for diversity and the confidentiality of specific sensitive information.
- Listens and seeks to understand without bias, and responds appropriately.
- Shares information and keeps others up to date; actively seeks others' views and ideas and respects their contribution.

**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.

Internals of the Organization and NMS candidates, as well as external female candidates, will be considered as first-tier candidates. This vacancy is also open to second-tier candidates.

The appointment is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

### ***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/SVN2024IRQ043>

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