

Open to Internal and External Candidates

Position Title : Supply Chain Assistant – Fleet  
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/044

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 the 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 fleet functions in Erbil Sub Office.

**Core Functions / Responsibilities:**

1. Adhere to the proper IOM administrative procedures and standards as well as highest degree of personal and professional ethics for Fleet management .
2. Carry out all Fleet related activities efficiently and timeously.
3. Prepare in a timely manner all Fleet related PRFs.
4. Coordinate closely with the Procurement department to verify that all fleet related PRFs are followed up and concluded on time.
5. Verify all vehicles are in working order and that vehicles service schedules are carried out on time.
6. Ensure that vehicles registration, fitness and insurance are processed on time and before expiry.

7. Conduct awareness trainings of Driver Code of Conduct.
8. Verify vehicle Log Books are available all the time and every driver has a Log book and can complete the log book adequately.
9. Maintain records of all vehicles registration, insurance, fitness, log books ensuring that an efficient filing system for records are kept as per IOM procedures.
10. Assist with the timely preparation of fleet monthly reports as required – Monthly Vehicle Rentals, Monthly Fuel Summary, Vehicle Maintenance, Vehicle/Driver List.
11. Timely Efficiently process payments for vehicle rentals and fuel consumption.
12. Ensure that all vehicles rental contracts and fuel contracts are in place and up to date, advise supervisor on Contracts that are nearing expiration.
13. Coordinate with other Fleet staff to facilitate team work and smooth Fleet Operations.

## **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/SVN2024IRQ044>

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