

Open to Internal and External Candidates

Position Title	: Administrative Assistant (Supply Chain) (2 Positions)
Organizational Unit	: Supply Chain Division
Duty Station	: Baghdad - Iraq
Classification	: General Service Staff, Grade G3
Type of Appointment	: Special Short Term contract (SST)
Duration of Appointment	: Six (6) months with possibility of extension
Closing Date	: 27 th February, 2022
Reference Code	: SVN2022/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 the general guidance of the Chief of Mission (CoM) and Sr. Resource management officer (SRMO), and the overall supervision of the supply chain Officer and the direct supervision of the Senior supply chain Assistant in Baghdad, the incumbent will be responsible for carrying out procurement functions in accordance with IOM's procurement regulations, rules and procedures.

Core Functions / Responsibilities:

1. Open a registry of all incoming PRFs to supply chain Unit and establish a tracking system for easy search about their outcomes.
2. Handle all Field office requests PRF, PO, contract and Payment voucher with proper track and filling system.
3. Assist the Procurement and Logistic Unit in proper filling system
4. Maintain proper Market survey sheet and maintain a data base for estimated cost based on previous purchase.
5. Create a centralized filing system for all copies of, NAP, contract, addendums and Deed of Donations treated for the Filed Mission
6. Control the inbox for the reception of physical quotations in the office, sort them out by RFQs reference for supply chain Officer actions,

7. Control the cleaning materials and reports monthly to the supply chain Office in case of replenishment,
8. Post Request for Quotation, tender request on website or on newspaper upon request of the supply chain Officer
9. Prepare and submit to Finance Unit all payment requests related to Utility Bills, Internet Bills, and Landlines Bills before end of the closure of the Month.
10. Prepare tracking for each dispatch by coordination with destination sub-office and get the proper confirmation and status of the arrived goods, ensure appropriate funds are available for purchase.
11. Monitor and supply offices supplies and cleaning materials for offices on a quarterly basis,
12. Implement and monitor activities relating to procurement within the office; organize and maintain systems/procedures for procurement, supply, documentation, storage and warehousing, equipment up-grading, etc.
13. Maintain proper e-filling system for all procurements.
14. Perform any other duties as assigned by direct supervisor.

Qualifications;

Education

- University degree in related field from accredited academic institution with 1 years of relevant professional experience
- Completed High School degree from accredited academic institution with 3 years relevant professional experience.

Experience & Technical

- Effectively applies specialized knowledge of supply chain to timely source goods and services.
- Minimum 3 years relevant work experience; Experience in the Humanitarian Field will be an advantage;
- Drives IOM vehicles in a safe manner consistent with local regulations.

Languages

- 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 - all IOM staff members must abide by and demonstrate these three 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 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:

<http://iraqkobo.iom.int:8081/x/#zzbFtCYk>

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

Posting period:

From 13.02.2022 to 27.02.2022