

**Open to Internal and External Candidates**

Position Title	: Supply Chain Assistant
Organizational Unit	: Supply Chain Division
Duty Station	: Mosul - Iraq
Classification	: General Service Staff, Grade G6
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/270

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:**

**Logistics/Procurement Assistant is responsible for following**

**A) Resource Management Tasks:**

1. Conduct overall logistical needs within the mission, including Purchases of vehicles, office equipment, furniture and consumables, property management, Assets Control, Supply, and Insurance related matters.
2. Assist to Senior Logistics coordinator in planning of procurement processes and analyses of purchasing trends. Identify logistical bottlenecks and propose the ways to fill in the gaps.
3. Prepare and conduct RFQs, PRs and BASs receipt of quotations, bids or proposals, their evaluation, negotiation of certain conditions of contracts in full compliance with IOM rules and regulations.

4. Coordinate and liaise with Project Managers regarding procurement and service requests and requirements, in order to consolidate overall mission procurement (or service) requirements and optimize purchasing power.

**B) Procurement Tasks:**

1. Plan and prepare procurement actions and analyze procurement requests, identify service providers, evaluate information regarding vendor's performance regarding quality, prices delivery of equipment in respect of organizations best interests.
2. Act as a Procurement Purchase Processor in PRISM. Solicit bids or quotations, analyzing them for conformity to specified requirements, conduct appraisals and select suppliers, and confirm terms of payment. Prepare purchase orders and ensure receiving authorization by CoM, Senior Logistics Coordinator, according to Mission Permanent Instruction.
3. Update Vendors Master List, and regularly perform supplier selection and evaluation.
4. Follow-up on purchase order status and keep customers abreast of estimated time of delivery or any changes that may affect or modify the pre-determined delivery conditions.
5. Perform regular inventory entries of purchased assets and maintain Inventory Data base in PRISM.

**C) Finance related Tasks:**

1. 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. Provide all necessary documentation to vendors regarding VAT and Customs Exemption and follow up. Whenever feasible ensure that mission gets duty free goods/services.
4. Manage logistics filling system.

**D) Other Tasks:**

- Any other duty within the incumbent's capabilities as assigned by Chief of Mission.

**Qualifications;**

**Education**

- University degree in Procurement, Business Administration, Project Management or related filed from accredited academic institution with 4 years of relevant professional experience
- Completed High School degree from accredited academic institution with 6 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

## 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 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: 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.

***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/SVN2022IRQ270>

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