



International Organization for Migration (IOM)
The UN Migration Agency

**Special Vacancy Notice
SVN-TD-040-2024
Open to internal and external candidates**

Position Title : **Logistics & Procurement Assistant (02 positions)**

Duty Station : **Bardai/Amdjarass/Fada - Tchad**

Classification : **G5/1**

Type of Appointment : **Special Short Term, 6 months with possibility of extension**

Estimated Start Date : **As soon as possible**

Closing Date : **August 29, 2024**

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, 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. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

With the support and commitment of various donors (such as the World Bank, Germany and the UN PBF), IOM Chad is implementing community-based stabilization and peacebuilding initiatives in the four northern provinces of Chad aimed at supporting the authorities in building resilient communities.

The main objectives of the projects are to strengthen community stability by improving access to social services and basic infrastructure, to support community resilience and contribute to social cohesion through the promotion of peace, and to strengthen conflict prevention and management mechanisms in northern Chad.

Under the overall supervision of the RMO and the direct supervision of the Procurement & Logistics Officer and the Project Manager/Head of Sub-office, the candidate will be responsible for the implementation of all logistics and procurement activities in Bardai, Amdjarass or Fada Field offices.

Responsibilities and Accountabilities

1. Assist the National Procurement and Logistics officer in conducting periodic logistics capacity assessment and developing reliable vendors, service providers and contractor's

database.

2. Assist the National Procurement and Logistics officer with preparing and conduct initial review of requests for quotations, purchase requisitions and bids analysis summaries, receipt of quotations, bids or proposals and review contracts in full compliance with IOM rules and regulations.
3. Closely coordinate with end users and internal stakeholders in the preparation of correct specifications, terms or reference and scope of work. Provide recommendations as necessary.
4. Solicit and analyze bids for conformity to specified requirements, conduct supplier appraisals and select suppliers, taking under consideration while conducting a bidding process, the value of money, quality, compatibility, payment method, warranty, after selling services, and the company profile / reputation.
5. Verify and ensure that all purchases are reviewed and approved in line with the purchase authorization.
6. Assist in following up with vendors on the status of requisition, purchase orders in coordination with National Procurement & Logistic Officer.
7. Coordinate with requestors, suppliers, and service providers on the timely delivery of ordered goods and services.
8. Conduct first review of vendor invoices to ensure compliance with POs/Contracts and goods/works/services received. Submit with supporting documentation Payment Requests to the Finance Unit for all sub offices. Follow up with the Finance Unit to ensure that suppliers' accounts are settled on time.
9. Provide a monthly checklist of open commitments and follow up with relevant colleagues to ensure timely closure of all PRs and POs in the PRISM system.
10. Ensure that all purchase requests are done through the ERP and have corresponding purchase order.
11. Assist the Building Management and Repair, maintenance personnel, and security personnel.
12. Maintains asset inventory records and regularly updates inventory database; Ensure assets received through procurement or donation are duly registered and inventory tags are affixed on each asset.
13. Ensure that assets (IOM and beneficiaries) are created in PRISM through MM prior to contracting, and are acquired and transferred, deactivated once the project is completed.
14. Maintain a record of office supplies and carry out periodic inventories to ensure that stationery and cleaning products are replenished in a timely manner.
15. Draft various kind of contracts for mission using LEG approved templates and coordinate with LEG department for reviews, approvals and checklist code issuance.
16. Assist in the coordination of vehicle controls, supervision of drivers, and management of staff movements.
17. Plan, organize and coordinate the transport needs of the Sub-Office and ensure the effective and efficient allocation of IOM vehicles and hired transport.
18. Act with integrity, professionalism and in accordance with IOM's Code of Conduct always.
19. Perform other related duties as required.

Required Qualifications and Experience:

Education

- University degree in Business Administration, Accounting or a related field from an accredited academic institution, with three years of relevant professional experience in procurement and logistics.

- Completed High School degree from an accredited academic institution, with five years of relevant professional experience.
- Certification in Procurement, Logistics or Supply Chain Management is an advantage.

Accredited Universities are those listed in the [UNESCO World Higher Education Database](#).

Experience

- Extensive knowledge of IOM procurement and logistics policies, rules and regulations.
- Experience performing procurement, supply chain management related tasks with one year in any UN system or any multi-cultural organization will be an advantage.
- Excellent communication and negotiation skills.
- Demonstrated ability to maintain integrity in carrying out assigned responsibilities.
- Ability to pay close attention to detail, take initiative and work with minimum supervision.
- Computer literacy including MS Office applications such as Word, Excel etc.
- Work experience using SAP procurement module is an advantage.

Skills

- Strong personal commitment; results-oriented; efficient and flexible; respectful of cultural diversity; very detail-oriented;
- Strong ability to work alone and harmoniously with a group;
- Must be willing to travel in the field;
- Good computer skills, including internet

Languages

- For this position, fluency in English and French is required.
- Knowledge of local Arabic, Gorane, Toubou and Zakawa would be an advantage.

Required Competencies:

The successful candidate 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 – Behavioral 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.

Other:

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Only candidates residing in either the country of the duty station or from a location in a neighboring 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 neighboring country located within commuting distance, and work permit, as applicable.

How to apply:

Interested candidates are invited to submit their applications via e-mail to iomchadrecruitment@iom.int referring to this advertisement in the subject: "**SVN-TD-040-2024 Logistics & Procurement Assistant -G5**" with minimum of two professional referees and their contacts (both email and telephone).

Application must contain **Only a CV and a cover letter in a unique file.**

- Please do not attach any supporting document
- Only complete applications will be considered
- Only short-listed candidates will be contacted
- Female candidatures are highly encouraged.
- Applications not adhering to the instructions mentioned above may be subject to disqualification.

Posting period: From: 15, 2024 to August 29, 2024