



POST DESCRIPTION

SECTION 1

Position Information

Position Title	Procurement and Logistics assistant
Position Grade	Agent recruté sur le plan national, G5- (Grille de salaire ONU).
Type de Contrat	Contrat spécial court terme gradé, 09 mois avec possibilites d'extention
Duty Station	Nouakchott , Mauritania
Position Number	New position
Job Family	LOG & PROC
Organizational Unit	10009353
Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position?	Country Office
Position rated on	
Reports directly to	National Proc & Log officer NOA
Number of Direct Reports	0

SECTION 2

Organizational Context and Scope

The International Organization for Migration (IOM) is an intergovernmental organization, created in 1951, which occupies the position of leader on the migration scene. With its 173 Member States plus 8 other Observer States, with offices in more than 100 countries, it works closely with its governmental, intergovernmental and non-governmental partners to manage migration in an orderly manner and in conditions that preserve human dignity, and promote international cooperation on the migration scene, facilitate the search for practical solutions to migration problems and offer humanitarian assistance to migrants in need, including

refugees and internally displaced persons. Since September 2016, IOM has become the UN Migration Agency. IOM has been present in Mauritania since 2006.

SECTION 3

Responsibilities and Accountabilities

Under the direct supervision of the National Procurement and logistic Officer (Supervisor), the overall supervision of the Resource Management Officer the incumbent, and in close coordination with the Programs, the incumbent will provide support and services to IOM needs from program and corporate needs.

Procurement

1. Receive and consolidate all procurement requisition forms; verify they have all the required information and comply with the Purchase Authorization Matrix and other office instructions and obtain any necessary additional information.
2. Assist supervisors in more complex, higher-value purchases.
3. Prepare tender documents, solicit bids and quotations as applicable; prepare bid analysis summary and share it with the requesting unit; may participate in the evaluation process and provide technical inputs.
4. Once the purchase is approved, confirm terms of agreement with selected suppliers, prepare the relevant documentation (purchase order, contract, etc.) and coordinate the required authorizations.
5. Monitor status of open requisitions and follow up on the timely delivery of goods and services; upon delivery, coordinate with the receiving unit to obtain satisfactory delivery notes.
6. Review vendor invoices, prepare payment requests and coordinate with Finance the timely payment to suppliers/service providers.
7. Create and maintain physical and electronic records of all documentation through the procurement cycle in accordance with IOM instructions and procedures; retrieve, present and analyse information from the system and prepare periodic reports highlighting issues that require attention.
8. Conduct market surveys to identify potential new suppliers/service providers; participate in their evaluation regarding quality, prices and services in line with the organization's best interests.
9. Keep track of any contractual agreements and inform concerned parties for timely renewal; monitor office supplies and service and prepare requisitions when required and coordinate with Finance Unit the payment of utilities invoices.
10. Provide briefing and technical guidance to all staff in the office on procurement related instructions and procedures.

Logistics

11. Perform logistics tasks related to property and asset management, warehousing, insurance coverage, maintenance, and transportation.
12. Coordinate fleet operations activities including preparation of daily vehicle schedule, monitoring of vehicle logbooks, and coordination of vehicle maintenance.

General

13. Provide training and guidance to new/junior staff in the unit.
14. Perform other duties as may be assigned.

SECTION 4

Required Qualifications and Experience

EDUCATION

- University degree in Business Administration, Accounting, Logistics, Supply Chain Management or a related field from an accredited academic institution with three years of relevant professional experience; or
- High school diploma with five years of relevant professional experience
- Certification in Procurement, Logistics or Supply Chain Management is an advantage

EXPERIENCE

- Experience in procurement and logistics and working with vendors and service providers.
- Experience with asset management process.
- Experience working with IOM/UN Procurement and Logistics Rules and Procedures is an advantage.
- Experience working in an international organisation an advantage.

SKILLS

- High level of computer literacy
- Knowledge of SAP highly desirable
- Ability to work with national and international institutions.
- Ability to prepare clear and concise report;
- Excellent communication and negotiation skills

SECTION 5

Languages

REQUIRED

For this position, fluency in English and French is required (oral and written)

DESIRABLE

Working knowledge of Arabic is an advantage.

SECTION 6

Competencies¹

The incumbent is expected to demonstrate the following values and competencies:

VALUES - All IOM staff members must abide by and demonstrate these five values:

Inclusion and respect for diversity: Respects and promotes individual and cultural differences. Encourages diversity and inclusion.

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.

Courage: Demonstrates willingness to take a stand on issues of importance.

Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

CORE COMPETENCIES - Behavioural indicators – Level 2

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 actions and delegated work.

¹ Competencies and respective levels should be drawn from the Competency Framework of the Organization.

Communication: Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

MANAGERIAL COMPETENCIES – behavioural indicators level 2

Leadership: Provides a clear sense of direction, leads by example and demonstrates the ability to carry out the Organization’s vision. Assists others to realize and develop their leadership and professional potential.

Empowering others: Creates an enabling environment where staff can contribute their best and develop their potential.

Building Trust: Promotes shared values and creates an atmosphere of trust and honesty.

Strategic thinking and vision: Works strategically to realize the Organization’s goals and communicates a clear strategic direction.

Humility: Leads with humility and shows openness to acknowledging own shortcomings.

How to apply:

Interested candidates are invited to submit their application via email iommrecruit@iom.int indicating in the subject of the email the title: **"Application for the position: Procurement and Logistics assistant "**, no later than **16/07/2024**, referring to this advertisement.

IOM only accepts duly completed applications. Only shortlisted candidates will be contacted

NO Fees:

IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training or other fee). IOM does not request any information related to bank accounts.

Publication period : From 02.07.2024 to 16.07.2024

SECTION 7

Signatures

1 st Level Supervisor	Date
	Click here to enter a date.

2 nd Level Supervisor	Date
	Click here to enter a date.