



International Organization for Migration (IOM)
The UN Migration Agency

Short Vacancy Notice

Position Title : Procurement and Logistic Assistant
Duty Station : Lilongwe, Malawi
Classification : General Service, Grade 5
Type of Appointment : Special Short-Term Graded
Estimated Start Date : As soon as possible

Closing Date : September 19, 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, the following candidates are considered as first-tier candidates:

1. Internal candidates

Context:

Under the overall supervision of the Chief of Mission and the direct supervision by the Resource Management Officer, the successful candidate will be responsible for carrying out the following duties:

Core Functions / Responsibilities:

1. Records, track and prioritize purchasing requests and obtains additional information/documentation as required; ensuring that all documents are endorsed and assists in preparing requisitions in line with scope of work and specifications of goods and services; proposes product substitutions consistent with requirements to achieve cost savings.
2. Assist in managing the IOM Mission fleet of vehicles and drivers in implementing office & program activities on a daily basis.

3. Assist with setting up a proper vehicle dispatch and tracking system while ensuring that drivers maintain vehicles, logbooks, keep movement records, and timely repair of vehicles.
4. Assist with general office administration and organize services and maintenance of all the office equipment with suppliers and guarantee a continued supply of all essential utilities.
5. Create efficient filing system for all documents, reports and procurement records, tenders, bids, etc. and make sure it is updated regularly.
6. Prepare Purchase Orders/contracts and ensure financial authorization is received.
7. Ensure the timely delivery of procured supplies and materials. Follow up with Vendors for supply system and status of supplied item. Resolve issues related to delivered goods.
8. Timely update and correctly enter all related data of purchases into WAVE.
9. Make sure all purchased assets are properly recorded into WAVE.
10. Assist to maintain the inventory list updated
11. Assist to organize training/Hotel/Security escort reservation and prepare Request for Payment related to those reservations for any staff on duty.
12. Assist to update and maintain mission stationary stock levels and in coordination with Resource Management Unit ensure that stocks are replenished in a timely manner.
13. Act with integrity and professionalism in accordance with IOM's Code of Conduct, at all times.
14. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- Bachelor's degree in the relevant field (Finance, Business Administration, Management, other related field) with minimum Three years of relevant working experience, or;
- Diploma in the above relevant fields from an accredited academic institution with five years of professional experience

Experience

- High Level of Computer Literacy (Ms Office Word, Excel And Outlook)

Experience in Computerized Accounting Systems, Experience in SAP System is an advantage.

Languages

Fluency in English is required.

Required 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 3*

- 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.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

How to apply:

Interested candidates are invited to submit their applications via email to lilongwevacancy@iom.int by 19th September 2024.

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Only shortlisted candidates will be contacted.

Posting period:

From 12.09.2024 to 19.09.2024