



Position Title : Procurement & Logistics Assistant
Duty Station : Harare, Zimbabwe
Classification : General Service Staff, Grade G3
Type of Appointment : Special Short Term with a possibility of extension
Estimated Start Date : As soon as possible
Reference Number : SVN2023/04
Closing Date : 13 April 2023

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.

Context:

Under the overall supervision of the Resources Management Officer, and direct supervision of the Procurement Assistant, the successful candidate will assist with procurement activities of the Mission.

Core Functions / Responsibilities:

1. Sending Purchase Orders to suppliers for signing and delivery
2. Follow up on timely delivery of procured goods, works and supplies.
3. Maintain records of all procurement transactions and ensure that an efficient filing system for record of quotations, copies of records of expenditure, receipts and local order forms are kept.
4. Receive and dispatch goods stored in the warehouse.
5. Allocate office consumables (stationery and fuel coupons) to staff as requested.
6. Process payments request in OIPA.
7. Perform such other tasks as may be assigned by the procurement department.

Qualifications and Experience:

- Business Administration, Procurement and Logistics or a related professional qualification with an accounting or financial orientation.

Experience

- At least 1 (one) year of relevant professional experience in procurement or logistics.
- Additional experience such as SAP or specialised computer programs will be an added advantage.
- Strong organizational skills.
- Ability to work independently and to prioritize competing assignments.
- Ability to cooperate and coordinate with other units.

Languages

Proficiency in written and spoken English.

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

- 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 of 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

- Appointment will be subject to certification that the candidate is medically fit for appointment.
- No late applications will be accepted.

How to apply:

Interested candidates are invited to submit their applications to vacancieshre@iom.int by 13 April 2023 at the latest, referring to this advertisement.

Female candidates who are qualified and experienced are especially encouraged to apply.

Only shortlisted candidates will be contacted.

Posting period:

From 31 March 2023 to 13 April 2023