



Position Title : Warehouse and Logistics Assistant
Duty Station : Harare, Zimbabwe
Classification : General Service Staff, Grade G3
Type of Appointment : Special Short-Term Contract, 3 months with possibility of extension
Estimated Start Date : As soon as possible
Reference Number : SVN2023/10
Closing Date : 20 July 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 Resource Management Officer, and under the direct supervision of National Procurement Officer, the incumbent will be accountable and responsible for warehousing functions for IOM Zimbabwe Mission in line with IOM policies, standards, and commitments.

Core Functions / Responsibilities:

- Ensure that the logistics procedures and processes are followed in the IOM warehouse, including that filing and archives are in use and maintained.
- Assist in the Compilation of accurate and timely overall weekly and monthly reports (stock/ inventory report, asset management, and procurement tracking/plan).
- Assist the Procurement and Logistics team with the adequate warehouse management routines and systems.
- Monitor stock level of consumables, supplies, and other materials needed by the office and alert on the need to restock.
- Assist the National Procurement and Logistics Officer to conduct regular inspections of office premises and verify functionality of the entire office and equipment.
- Assists with stock replenishment, ensuring stock levels on picking shelves are maintained and monitors stock inventory.

- Assist in clearing and receiving of international shipments, physical inspection and count of materials, production of receiving reports and other required paperwork.
- Maintain an accurate asset register in PRISM.
- Prepare pre-requisite documents for asset donation/asset disposal for CAS approval.
- Prepare payment for all Bills.
- Assist with the review of BIDS analysis.
- Perform other duties as may be assigned.

Qualifications and Experience:

- Bachelor's degree in supply chain management, Business Administration, Logistics Management, or relevant field of expertise with one years of relevant professional experience; or
- Complete high School Degree/Certificate with three years of relevant professional experience
- One (1) year IOM experience on warehouse management

Experience

- Experience in supply management of which substantial exposure in IOM or any UN system or any international organization will be an advantage.
- At least some management and professional experience in one or more of the procurement and logistics ancillary sectors, material control, transport and distribution management, inventory, building management and construction.
- Experience in procurement in international and or government processes.
- Excellent organizational skills with the ability to manage multiple tasks simultaneously under time constraints, accurate and detail oriented.

Skills

- Proficiency in SAP system, MS office applications such as Word and Excel.
- Knowledge of other applications such as Power Point, an advantage

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 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 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.

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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 20 July 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 06 July 2023 to 20 July 2023