



Position Title : Procurement and Logistics Assistant
Duty Station : Harare, Zimbabwe
Classification : General Service Staff, Grade G4
Type of Appointment : Special Short-Term Contract, 3 months with possibility of extension
Estimated Start Date : As soon as possible
Reference Number : SVN2023/11
Closing Date : 29 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 Chief of Mission (CoM) in IOM Zimbabwe; direct supervision of the Chief Migration Health Officer and the Procurement & Logistics Officer, and in close collaboration with mission Resource Management Unit, relevant units at Headquarters and the Administrative Centres, the successful candidate will be responsible and accountable for managing the Procurement and Logistics function of IOM Zimbabwe Migration Health Unit

Core Functions / Responsibilities:

1. Assist in submission of calls for quotations (sending RFQ to various suppliers)
2. Follow up on timely delivery of procured goods, works and supplies.
3. Support administrative coordination of project implementation, involving liaison with diverse organizational units and external parties to initiate requests, obtain necessary clearances, process, and follow-up on administrative actions, etc.
4. Participate in negotiations to obtain favourable prices and terms by engaging senior representatives of suppliers' firms when the need arises.
5. Respond to general information requests and inquiries; set up and maintain files/records.
6. Act as liaison between Chief Migration Health Officer and National Procurement Officer on MHD procurement needs.
7. Prepare in MHD purchase requests in SAP

8. Provide general office support such as processing, drafting, and finalizing any correspondence and other communications relevant to procurement activities as may be required.
9. Maintain and track all MHU vendor databases and closely follow up with team for updates.
10. Perform other related duties as assigned.

Qualifications and Experience:

- University degree in Business Administration, Logistics, Supply Chain Management, or a related field from an accredited academic institution with two years of relevant professional experience or
- Complete high School Degree/Certificate with four years of relevant professional experience
- Certification in Procurement, Logistics or Supply Chain Management is an advantage.

Experience

- Experience in Procurement, Logistics, Asset Management, fleet, and premises management.
- Additional experience such as SAP or specialized computer programs will be an added advantage.
- Experience working with IOM/UN Procurement and Logistics Rules and Procedures is an advantage.
- Experience working with vendors and service providers.
- Experience working in an international organisation an advantage.

Skills

- Working knowledge of the Procurement methods and approaches.
- Working knowledge of SAP and/or ERP systems
- Good negotiation and communications skills.

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 29 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 15 July 2023 to 29 July 2023