



Position Title : Procurement 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 : SVN2023/9
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 direct supervision of the National Procurement Officer, the successful candidate will be responsible and accountable for managing the procurement and Logistics activities in IOM Zimbabwe and Sub-Offices

Core Functions / Responsibilities:

- Maintain files for the unit.
- Support the organization of meetings, workshops, trainings.
- Create Purchase Requisitions for the Unit in SAP
- Maintain supplier database and procurement tracking database.
- Maintain records of all transactions, ensuring that an efficient filing system for recording all quotations, copies of records of expenditure, receipts, local order forms.
- Prepare payment for all Bills.
- Assist with the review of BIDS analysis
- Perform other duties as may be assigned.

Qualifications and Experience:

- University degree in Business Administration, Logistics, Supply Chain Management, or a related field from an accredited academic institution with one year of relevant professional experience.
- Or
- High school diploma with one three years of relevant professional experience

Experience

- Experience in procurement and logistics and collaborating 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 reports.
- Excellent communication and negotiation 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 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