



Open to Internal and External Candidates

SVN 2023 /024 /DJ

Position	Senior Procurement and Logistics Assistant
Duty Station	Djibouti
Classification	General Service Staff, Grade G7/1
Type of Appointment	Six months with possibility of extension
Estimated Start Date	As soon as possible
Reference	SVN 2023/024 /DJ
Closing date	26/08/2023

Established in 1951, IOM is the leading UN organization in the field of migration and 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 and the direct supervision of Ressource Management officer, the incumbent is responsible for carrying out the procurement processes. The terms and conditions of the project assignment are those stated below

Core Functions / Responsibilities:

1. Provide specialized assistance to the RMO on the strategic planning for the Mission's procurement and logistics needs
2. Coordinate and monitor aspects related to procurement and logistical needs of IOM Djibouti and field offices as required
3. Conduct the review and evaluation of all the Bid/Tender Documents (RFQ, RFP, ITB, EOI, RFI) and Source Selection Plan (SSP) presented by the case procurement staff based on the nature of the requirements and cost of procurement involved
4. Facilitate and coordinate bid openings and bid evaluation meetings and develop/review relevant evaluation documents such as Abstract of Bid Opening, BEAC Minutes, Technical and Financial Evaluation Sheets, BEAC Resolution to Award, and Bid Analysis Summary (BAS).
5. Review Procurement Compliance Review (PCR) and its supporting documents for the formal procurement process, seek endorsement at the Mission level before submitting to Manila Supply Chain Unit (MSCU) IOM is committed to a diverse and inclusive work environment.
6. Conduct post-evaluation checks of selected/shortlisted bidders by carrying out reference checks and vendor searches against exclusion databases of the UN/Governmental agencies, including verify physical vendor verification for new vendor creation.

7. Review and verify Procurement Payment Request, and ensure all supporting documents are complete; before seeking endorsement from the RMO and submitting to Finance Department
8. Oversee Procurement agreement/contracts monitoring by ensuring that all supporting administrative documentation for contracts are in place, in line with the procurement award document, and following IOM agreement standard template; including keeping track of contract expiries and inform RMO on the expiring contracts and due payments.
9. Coordinate and guide IOM Engineers and contracted Engineering Firms on the development and review of Bills of Quantities, material specifications list and other technical documentation relating to infrastructure programming and ensure they're in line with IOM Procurement rules and regulations. Attend pre-engagement/kick-off meetings and conferences with contractors.
10. Publish Mission's procurement opportunities in the Mission's website and UNGM, and make sure the bid submission deadline and bid result are updated on the website regularly.
11. Assist the RMO in conducting open commitments of Purchase Request (bi-weekly), Purchase Order (monthly), and Global Periodic Monthly Check Review, coordinate their closure with procurement, finance and programme staff.
12. Conduct periodic Vendor Performance Evaluations and file for record.
13. Chair periodic Vendor Meetings to build, maintain and strengthen mutually-beneficial vendor relationships with the Organization, and file the Minutes of Meetings for record.
14. Participate in the UN Procurement Network Group and Mission's Senior Management meetings as an alternate member.
15. Coordinate the incoming imported shipment to the Mission from the point/port of entries until delivery to final destinations, by reviewing shipping documents, liaise with sending Mission and Freight Forwarder, application of import duty exemption and licenses with related Authorities, and all other related shipping/logistics shipment release and delivery documents (authorization letter, waybill, packing list, proforma invoice, etc) are correct and obtained in time.
16. Identify opportunities for and promote the creation of Long Term Agreements (LTAs) for goods/works/services commonly needed by the Mission and assist Procurement and Logistic Officer with the annual review.
17. Deputize the Head of the Procurement and Logistics Unit in his/her duties during leaves including supervising Procurement and Logistics teams within the area of responsibility
18. Coordinate and liaise with the Logistics, Assets, and Infrastructure Team Leaders within the Procurement & Logistics Unit, to make sure a harmonious and unified approach and working mechanism.
19. Guide, train, and supervise procurement staff of the unit.
20. Perform such other duties as may be assigned.

Required Qualifications and Education and Experience

- Master's degree in International Relations, Law, Social, Political or Economic Sciences, Social Work, Migration or Development Studies or a related field from an accredited academic institution with two years of relevant professional experience;
- or • Bachelor's degree in International Relations, law, social, political or economic sciences with four years of relevant professional experience.
- Experience in the coordination of a protection, operations, and/or migrant assistance portfolio for an international organization;
- Experience in maintaining strong partnerships with government institutions, civil society, and donors;
- In depth knowledge of the broad range of migration related subject areas dealt with by the Organization;



- Demonstrated proficiency in the use of Office software packages (MS Word, Excel, etc.) and knowledge of spreadsheet and data analysis;
- Specific training in project development and/or project cycle management an asset; • Knowledge of IOM's financial rules and regulations is an asset;
- Specific training in protection of vulnerable migrants an asset;
- Strong drafting, writing, and reporting skills.

Languages

Fluency in French and English is required.

How to apply:

Interested candidates are invited to submit applications (motivation letter and CV) quoting the **SVN number** indicated above by email [**iomdjhrd@iom.int**](mailto:iomdjhrd@iom.int)

Only shortlisted candidates will be contacted.