



International Organization for Migration (IOM)
The UN Migration Agency

VACANCY NOTICE

Open to Internal and External Candidates

Position Title : **Supply Chain Management Assistant**
Vacancy No. : **IOMRONBO/VN/031/2023**
Duty Station : **Regional Office, Nairobi, Kenya**
Classification : **General Service Staff, Grade G5**
Type of Appointment : **One Year Fixed Term Contract (with possibility of extension)**
Estimated Start Date : **As soon as possible**
Closing Date : **August 16, 2023**

The International Organization for Migration (IOM) is the UN Migration Agency. With 174 member states it is committed to the principle that humane and orderly migration benefits migrants and society. Established in 1951 and now active in over 400 field locations worldwide, IOM works with partners, government, and civil society to:

1. Assist in meeting the operational challenges of migration and mobility.
2. Advance understanding of migration issues
3. Encourage social and economic development through migration; and
4. Uphold the human dignity and well-being of migrants and mobile populations.

IOM is committed to a diverse and inclusive environment. Internal and External candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

IOM's Regional Office for the East and Horn of Africa supports and monitors the following countries: Burundi, Djibouti, Eritrea, Ethiopia, Kenya, Rwanda, Somalia, South Sudan, Tanzania, and Uganda. Through a team of specialists, the Regional Office supports the development, implementation, monitoring, reporting and evaluation of projects and initiatives undertaken by country offices and regional programmes.

Context:

Under the overall supervision of the Deputy Regional Health Assessment Programme Coordinator and the direct supervision of the Regional Migration Health Data Reporting Officer, and in coordination with relevant colleagues at RO and CO level, the successful candidate will be responsible for carrying out the following duties and responsibilities in relation to the Health Assessment Programme (HAP) Unit for Sub-Saharan Africa, based in the IOM Regional Office in Nairobi, Kenya.

Core Functions / Responsibilities:

In particular he/she will:

- Support the Regional Procurement Officer in maintaining and enforcing controls and procurement guidelines to standardize, streamline and facilitate Medical Supply Chain activities for the EHOA and Sub-Saharan Region.
- In coordination with thematic specialists, provide support on pharmaceutical processes, such as supplier prequalification, demand planning and quantification, quality assurance and control, cold chain storage, distribution (import and exportation processes), and pharmacovigilance for Global and Regional Suppliers;
- Support in Supply Chain actions for assigned projects, some of which are highly complex:
 - a) Review, record and prioritize purchasing requests, obtain additional information and or documentation as required, provide assistance to requisitioners in preparing scope of work and specifications of goods and services;
 - b) Prepare Source Selection Plan for complex purchases;
 - c) Post tender requirement in the IOM and UNGM websites for formal solicitations;
 - d) Contribute to produce tender documents (e.g. Invitation to bids, Request for Proposals and Request for Quotations) based on the nature of the requirements and cost of procurement involved.
- Compile and present procurement data for presentations and/or report monitoring:
 - a) Follow up with sections to expedite the process of technical evaluation;
 - b) Submit upon initial screening technical proposals to the requisitioner or the BEC or Thematic Experts for technical evaluation;
 - c) Prepare and analyze abstracts of offers and compile data contained in quotations, proposals and bids to determine which vendor could deliver the required goods/services at the best terms and lowest costs possible;
 - d) Prepare presentations for review and clearance by the Regional Procurement and Logistic Officer and present to MSCU Compliance Review in respect of all proposed contract awards exceeding the GPSU's authority, and obtain recommendation for approval from the MAC Director .
- Draft and assist issuing Contracts; and post-award financial management
 - a) Draft Purchase Orders, Supply and Service Contracts, Lease Agreements, Amendment to the Contracts and POs, Prepare Statement of Awards, facilitate the timely renewal of Contracts/PO
 - b) Resolve issues/problems related to delivered goods / rendered services, including discrepancies between contracts/purchase orders and articles received; prepare, sign and return to vendor forms for unacceptable services and/or goods received;
 - c) Monitor POs and contracts including follow up actions and follow up for timely delivery of goods and services. Raise Change Order if required;
 - d) Liaise permanently with the rest of the Procurement Units following-up that contracts/ purchase orders are timely renewed; and follow up with requisitioner for completeness and submission of vendor performance report after completion of the order / contract and take appropriate action;
 - e) Maintain

relevant internal database and files, keeps track of any contractual agreements and informs respective contract management officials and end users of contractual rights and obligations, monitor deadlines (e.g. delivery dates, expiry dates, renewal dates, etc.) taking appropriate and timely action to maintain timely delivery.

- Identify new vendors for registration and inclusion in the roster for an enhanced competitiveness and benefit from opportunities for long-term agreements.
- Serve as point of contact and liaison with UN staff and other stakeholders for Medical procurement, ERP related issues and other logistical matters. Effectively use the Organization's ERP system to generate procurement related reports and suitable data required for procurement reporting.

OTHER TASKS

- Coordinate with the different thematic experts on procurement matters.
- Prepare procurement monitoring reports and documents as required.
- Prepare Request for Payment for submission to Accounts Payable Unit for processing of payment to vendors.
- Provide guidance on general procurement issues as needed.
- Perform other related duties as required.

Required Qualifications and Experience

Education

- University degree in Pharmacy, Healthcare or any related Supply Chain or Business Administration Management or a related field from an accredited academic institution, with three years of relevant professional experience; or,
- Completed High School/Secondary education with five years of relevant professional experience.
- Specialized training on Supply Chain Management is an advantage.

Experience

- Progressively responsible professional experience in procurement, administrative services or related area is required.
- Professional experience in procurement, contract management, or a related area, within the UN common system or in an international public organization, is desirable.
- Experience working with an ERP system in the area of purchasing and/or supply chain is desirable.
- A professional certification by an internationally recognized procurement certification authority such as CIPS (level 2 certificate or equivalent) is desirable.
- Proficiency in SAP, MS Office applications such as Word and Excel; knowledge of other applications such as, PowerPoint and Visio will be helpful.

Skills

- Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds.

- Ability to meet deadlines and work under pressure.
- Personal commitment, efficiency, flexibility, drive for results.
- Excellent organizational skills with the ability to manage multiple tasks simultaneously under time constraints, accurate and detail oriented.
- Team player; ability to work effectively with different levels within and outside the organization and with colleagues from varied cultures and professional backgrounds.

Languages

Required: Fluency in English and Kiswahili is required(oral and written). Working knowledge of French; and/or any other UN Official language is advantageous.

Required Competencies

The incumbent is expected to demonstrate the following values and competencies:

Values - all IOM staff members must abide by and demonstrate these three 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 1*

- 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 for 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

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

How to apply:

Submit cover letter indicating the Position Title & Vacancy Notice Number (VN No.), and CV with telephone and e-mail contacts including 3 Referees (Supervisors) to: IOM, RO Human Resources Department, via e-mail to ronairobihrdrec@iom.int

Closing Date: 16 August 2023

Only Shortlisted Applicants will be contacted.

NOTE

NO FEE: The International Organization for Migration (IOM) does not charge a fee at any stage of the recruitment process (application, interview meeting, process, or training). IOM does not concern itself with information on applicants' bank details.

Posting period:

From: **03.08.2023** to **16.08.2023**