



International Organization for Migration (IOM)
The UN Migration Agency

SPECIAL VACANCY NOTICE

Open to Internal and External Candidates

Position Title : **Supply Chain Assistant (Asset Management)**

Vacancy Number : **IOMRONBO/SVN/013/2022**

Duty Station : **Regional Office, Nairobi, Kenya**

Classification : **General Service Category, Grade G4**

Type of Appointment : **Special Short Term Contract, (9 months with possibility of extension)**

Estimated Start Date : **As soon as possible**

Closing Date : **17 October 2022**

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 work 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, United Republic of 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.

Under the overall supervision of the Regional Procurement & Logistics Officer, and the direct supervision of the Compliance Officer, the Supply Chain Assistant (Asset Management) will provide support in the effective implementation of Asset Management within the Regional Office and Regional Projects.

Core Functions / Responsibilities:

In particular he/she will:

1. Maintain a fixed assets registry, ensure that it is updated on a regular basis and record all relevant information in relation to the use and return of any fixed asset borrowed by staff.
2. Follow up on the appropriate storage, security, and maintenance of all fixed assets. This may require coordination with relevant technical staff for repairs and upkeep of fixed assets.
3. Conduct quarter monitoring of assets in the IOM Mission and prepare and submit report to supervisor.
4. Keep and update an Inventory list and tracking database of all IOM assets in the mission setup/streamline procedures to manage and safeguard all IOM assets/supplies in the mission. Take care of disposal of assets according to IOM Procedures.
5. Maintain asset inventory records and regularly update inventory database. Register assets received through procurement or donation and affix inventory tags on each asset.
6. Ensure that all IOM assets in the mission are insured at all times through a reputable Insurance Company under the best terms and conditions. Follow up on any claims that may arise.
7. Label all assets in the mission with SAP Asset Codes which are according to the rules and regulations set by IOM FMRP IN267 Assets and Leases.
8. Perform quality control of assets received and delivered to intended locations in accordance with the specifications and samples provided.
9. Ensure that assets are in good condition and right quantities correspond to the packing list received and quantities requested.
10. Draft and share assets inventory record reports on a weekly and monthly basis.
11. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- University degree in Business Administration, Procurement and Supply, Management or a related field from an accredited academic institution, with two year of relevant professional experience; or,
- Completed High School/Secondary education with four years of relevant professional experience.
- Specialized training on Warehousing and Logistics is an advantage.

Experience

- A minimum of two years of progressively responsible professional experience in procurement, administrative services or related area is required.
- At least two years of 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.

- 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.

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.

Languages

Required: Fluency in English and Kiswahili is required. Working knowledge of French or any other UN Official language is advantageous.

Required Competencies

The incumbent is expected to demonstrate the following values and 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 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:

Interested candidates should submit CV and a cover letter indicating the **Special Vacancy Notice Number (SVN No.), Position Title and the Duty Station** with three professional referees and their contacts (both email and telephone) to: ronairobihdrec@iom.int

Closing Date: 17 October 2022

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 04.10.2022 to 17.10.2022