



International Organization for Migration (IOM)
The UN Migration Agency

SPECIAL VACANCY NOTICE

Open to Internal and External Candidates

Position Title : **Supply Chain Assistant (COS)**

Vacancy Number : **IOMRONBO/SVN/012/2022**

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 Procurement and Logistics Officer, the Supply Chain Assistant will provide support in the implementation of the Supply Chain Management functions, specifically Procurement and Logistics processes in the Regional Office in Nairobi.

Core Functions / Responsibilities:

In particular he/she will:

1. Assist in the implementation of the Supply Chain Management functions, specifically of the Procurement and Logistics actions within the Regional Office and Regional Projects.
2. Provide general clerical assistance in procurement activities in the Regional Office
3. Provide support on streamlining local procurements; conduct market surveys, identify, and research potential new suppliers/service providers.
4. Assist in preparing and conducting Requests for Quotations, Purchase Requisitions, Bids Analysis Summaries, and receipt of quotations, bids or proposals, making arrangements and verifying that certain conditions of contracts are in full compliance with IOM rules and regulations.
5. Post tender requirement in the IOM and UNGM websites and other platforms for formal solicitations.
6. Gather and maintain Vendor Information Sheet from vendors/service providers for review and filing, and subsequent Vendor Evaluation reviews.
7. Assist in following up with vendors on the status of requisitions, purchase orders and ensuring timely delivery of goods and services.
8. Verify, through established procedures, that all received goods/works/services are in accordance with the terms and specifications of the respective Purchase Orders (PO) /Contracts.
9. Provide support in Logistics, following standard processes and contributing, directly or indirectly, to the effective delivery of program requirements. Liaise with internal and external stakeholders to support logistics operations management and contribute to effective service delivery.
10. Assist in preparation of regular progress reports, statistical information and briefing material as required.
11. Assist in drafting monthly statements and reports on funds utilized via cash and/or prepaid cards disbursement.
12. Prepare presentations for review and clearance by the RO Nairobi Procurement Unit Head, obtain recommendation for approval from the Regional Director and present case file to MSCU Compliance Review in respect of all proposed contract awards exceeding the RO Nairobi Procurement authority.

OTHER TASKS

1. Coordinate with Programs and Thematic Specialist.
2. Seek clarification and/or obtain documents from suppliers/vendors if required in the technical evaluation.
3. Prepare Request for Payment for submission to Accounts Payable Unit for timely processing of payment to vendors.
4. Perform other related duties as may be required.

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 Supply Chain Management 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: ronairobihrdrec@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