



International Organization for Migration (IOM)  
The UN Migration Agency

## Vacancy Announcement

<b>Vacancy/Reference Number:</b>	VNSA2022/08
<b>Position Title:</b>	Senior Procurement and Logistics Assistant
<b>Position Grade:</b>	G6 (UN Salary Scale for General Staff)
<b>Duty Station:</b>	CO Pretoria, South Africa
<b>Appointment Type:</b>	One Year Fixed Term Contract with the possibility of extension
<b>Estimated Start Date:</b>	As soon as possible
<b>Closing Date:</b>	22 November 2022

### Context:

Under the overall supervision of the Chief of Mission (CoM) in South Africa and direct supervision of the Resources Management Officer (RMO); and, in collaboration with relevant units at Regional Office and the Administrative Centres, the successful candidate will be responsible and accountable for managing procurement and logistics activities for IOM South Africa Country Office, measured by IOM Procurement and Supply Objectives and Goals as follows:

- Best Value Sourcing and Value for Money
- Availability and Quality Assurance
- Compliance and Stewardship; and
- Productivity and Efficiency.

### Responsibilities and Accountabilities

1. Supervise and conduct overall logistics and procurement activities within the Country Office, including: Procurement, Property and Assets Management/Control, Supply chain and warehousing, contractual agreements, Service/Maintenance, Transport and Mission Fleet.
2. Contribute to the development of tools for capturing procurement data and track and document progress towards the achievement of the procurement plans and schedules.
3. Assist with the coordination of procurement activities and provide guidance and training as required on IOM's procurement and supply chain policies, rules, regulations and procedures.
4. Assist with the organization and maintenance of systems and procedures for procurement/contracting of supplies, equipment, services needed by the Country Office.
5. Provide information to RMO on risk mitigation of procurement activities and processes in the country in close coordination with GPSU.
6. Facilitate the timely submission of procurement reports and documentation to relevant Headquarters (HQs) Departments and to Manila Administrative Centre (MAC), as appropriate and produce regular progress reports, statistical information and briefing materials, as required.
7. Analyse procurement requests, identify service providers and evaluate information regarding vendors' performance in the areas of quality, prices and delivery of goods in view of the Organization's best interests; and maintain and update databases of preferred suppliers.
8. Solicit bids, quotations and tender documents; oversee the bidding process and provide support for procurement transactions, analysing them for conformity to specified requirements; conduct appraisals, select suppliers and confirm terms of payment; prepare purchase orders and ensure authorization is received from the RMO and Chief of Mission.

9. Follow up on purchase order (PO) statuses and keep the head(s) of unit(s) and respective Project Managers abreast of the estimated time of delivery or any changes that may affect or modify the pre-determined delivery conditions; ensure all expected merchandise is received in accordance with PO specifications, and that all goods are in good condition.
10. In coordination with RMO, assist to review existing procedures to identify gaps and areas for improvement.
11. Liaise with Project Managers regarding developed projects and assist in developing procurement plans, and identifying risks related to Procurement and supply to facilitate the successful implementation of projects.
12. Maintain an e-filing system and ensure that all procurement documents and agreements are properly filed and updated in the order in which they are entered in PRISM.
13. Perform such other duties as may be assigned.

### **Required Qualifications and Experience:**

#### **Education:**

- University degree in Business Administration, Management, Logistics, Procurement, or a related field with four years of relevant professional experience; or
- High school diploma with six years of relevant professional experience
- Professional certification in Procurement, Logistics or Supply Chain management is an advantage.

#### **Experience:**

- Experience in managing diverse procurement, supply chain and logistics operations
- Experience in training and managing large teams of co-workers, managing vendors and suppliers
- Extensive knowledge of IOM/UN internal procurement and financial rules, as well as IOM's system and processes as they apply to procurement and logistics
- Experience and knowledge on supply chain management solutions.
- Experience working in an international organisation an advantage.

#### **Skills:**

- High level of computer literacy and knowledge of SAP is highly desirable.
- Ability to meet deadlines under pressure and prepare clear, concise reports.
- Good communication, organizational and interpersonal relationship skills.
- Hard working, good team player and ability to monitor and follow up on pending matters

#### **Languages:**

- Fluency in English
- Working knowledge of local languages is desirable.

#### **Competencies:**

The successful candidate 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.
- Resource Mobilization - Establishes realistic resource requirements to meet IOM needs

### **Core Competencies**

- 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.

### **Additional Notes:**

Internals of the Organization will be considered as first-tier candidates. This vacancy is also open to second-tier candidates.

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, accreditation, any residency requirements, and security clearances.

### **Method of application:**

If you are qualified for this position, please email the following to [pretoriacvs@iom.int](mailto:pretoriacvs@iom.int) under the REFERENCE: **VNSA2022/08** in the subject line of your email:

- a. Letter of motivation**
- b. Up-to-date Resume/CV**
- c. Copy of ID**
- d. IOM Personnel History form which can be downloaded from this website:**  
<https://southafrica.iom.int/vacancy>

When you send your application, please specify the Vacancy reference number i.e. VNSA2022/08 on the subject line of your email. It will be challenging to track your application without the reference code provided. Incomplete applications will be rejected.

Please send your applications by 22 November 2022. Only shortlisted candidates will be contacted.

**ENQUIRIES IN RESPECT TO THE JOB DESCRIPTION AND APPLICATION MAY BE DIRECTED TO THE SAME EMAIL ADDRESS**