



Vacancy Notice

MU10.VN2023-05

Position Title: **Supply Chain Assistant**

Duty Station: **Port Louis, Mauritius**

Position grade: **General Service Staff, Graded – G5**

Type of Appointment: **Special Short-Term Contract, 6 months with possibility of extension**

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

Closing Date: **11 June 2023**

Established in 1951, International Organization for Migration (IOM) is the leading UN agency in the field of migration, 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.

IOM is committed to a diverse and inclusive environment. Read more about diversity and inclusion at IOM at www.iom.int/diversity.

Applications are welcome from first- and second-tier candidates, particularly qualified female candidates as well as applications from the non-represented member countries of IOM.

For all IOM vacancies, applications from qualified and eligible first-tier candidates are considered before those of qualified and eligible second-tier candidates in the selection process. For the purpose of this vacancy, internal candidates are considered first-tier candidates. Second tier candidates include all external candidates.

Context:

Under the overall supervision of the Chief of Mission for Mauritius and Seychelles and direct supervision of Resource Management Officer, and in collaboration with relevant units at the Mission, Regional Office and Administrative Centres, the incumbent is responsible and accountable for managing the resources management functions in IOM Office for Mauritius and Seychelles.

Core Functions / Responsibilities:

Procurement

1. Receive and consolidate all procurement requisition forms; verify they have all the required information and comply with the Purchase Authorization Matrix and other office instructions and obtain any necessary additional information.
2. Assist supervisors in more complex, higher-value purchases.

3. Prepare tender documents, solicit bids and quotations as applicable; prepare bid analysis summary and share it with the requesting unit; may participate in the evaluation process and provide technical inputs.
4. Once the purchase is approved, confirm terms of agreement with selected suppliers, prepare the relevant documentation (purchase order, contract, etc.) and coordinate the required authorizations.
5. Monitor status of open requisitions and follow up on the timely delivery of goods and services; upon delivery, coordinate with the receiving unit to obtain satisfactory delivery notes.
6. Review vendor invoices, prepare payment requests and coordinate with Finance the timely payment to suppliers/service providers.
7. Create and maintain physical and electronic records of all documentation through the procurement cycle in accordance with IOM instructions and procedures; retrieve, present and analyse information from the system and prepare periodic reports highlighting issues that require attention.
8. Conduct market surveys to identify potential new suppliers/service providers; participate in their evaluation regarding quality, prices and services in line with the organization's best interests.
9. Keep track of any contractual agreements and inform concerned parties for timely renewal; monitor office supplies and service and prepare requisitions when required and coordinate with Finance Unit the payment of utilities invoices.
10. Provide briefing and technical guidance to all staff in the office on procurement related instructions and procedures.

Logistics

11. Perform logistics tasks related to property and asset management, warehousing, insurance coverage, maintenance, and transportation.
12. Coordinate fleet operations activities including preparation of daily vehicle schedule, monitoring of vehicle logbooks, and coordination of vehicle maintenance.

General

13. Provide training and guidance to new/junior staff in the unit
14. Participate in inter-agency procurement working groups when requested.
15. Perform other duties as may be assigned.

Required Qualifications and Experience:

Education

- University degree in Business Administration, Accounting, Logistics, Supply Chain Management or a related field from an accredited academic institution with three years of relevant professional experience; or
- High school diploma with five years of relevant professional experience
- Certification in Procurement, Logistics or Supply Chain Management is an advantage.

Experience and skills

- Experience in procurement and logistics and working with vendors and service providers;
- Experience with asset management process;
- Experience working with IOM/UN Procurement & Logistics Rules and Procedures is an advantage;
- Experience working in an international organization an advantage;
- High level of computer literacy
- Knowledge of SAP highly desirable
- Ability to work with national and international institutions;
- Ability to prepare clear and concise report;
- Excellent communication and negotiation skills.

Languages

Fluency in English, French and Mauritian Creole is required (oral and written).

Required Competencies:

Values

- Inclusion and respect for diversity: encourages the inclusion of all team members and stakeholders while demonstrating the ability to work constructively with people with different backgrounds and orientations.
- Integrity and transparency: maintains impartiality and takes prompt action in cases of unprofessional or unethical behaviour.
- Professionalism: demonstrates professional competence and mastery of subject matter and willingness to improve knowledge and skills.

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:

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. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station.

The appointment is subject to funding confirmation.

How to apply:

Interested candidates who meet the minimum requirements are invited to submit their applications containing a letter of motivation and a detailed up-to-date Personal History (P11) form and resume / CV by email to iommauritus@iom.int, specifying the reference number (MU10.VN2023-05) on the subject line of the email.

Only complete applications (detailed Personal History (P11) form, CV, letter of motivation and) will be considered. The Personal History (P11) form can be downloaded here: <https://ropretoria.iom.int/vacancies>

Incomplete applications will be rejected. Only shortlisted candidates will be contacted.

Posting period:

From 25.05.2023 to 11.06.2023