



### **Vacancy Announcement - VN/BW2023/09**

Vacancy/Reference Number : **VN/BW2023/09**  
Position Title : **Procurement and Logistics Assistant**  
Duty Station : **IOM Gaborone, Botswana**  
Position Grade : **G4 (UN Salary scale for General Services in the Republic of Botswana)**  
Type of Appointment : **OYFT, 12 months with possibility of extension**  
Closing Date : **10 January 2024**

Established in 1951, International Organization for Migration (IOM) is the leading UN agency in the field of migration, works closely with governmental, intergovernmental and nongovernmental 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.

#### ***Context and Scope:***

Under the direct supervision of the Head of Office/Officer in Charge and in collaboration with relevant units at Regional Office, Headquarters and the Administrative Centres, the successful candidate will be responsible and accountable for supporting the procurement and logistics functions of IOM Botswana offices and perform the following functions:

#### ***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. Prepare tender documents, solicit bids and quotations as applicable; prepare bid analysis summary and share it with the requesting unit.
3. 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.
4. 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.
5. Review vendor invoices, prepare payment requests and coordinate with Finance the timely payment to suppliers/service providers.

6. Maintain physical and electronic records of all documentation through the procurement cycle in accordance with IOM instructions and procedures; retrieve and present information from the system and support preparation of periodic reports.
7. 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.
8. 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.
9. Provide technical information to all staff in the office on procurement related instructions and procedures.

#### Logistics

10. Perform logistics tasks related to property and vehicle use for the organisation.
11. Support the coordination of transportation needs and drivers' movements; verify all logbooks are properly maintained and monitor fuel consumption and vehicle' maintenance records.
12. Monitor activities of contractors working on the office premises.

#### Asset Management

13. Support the mplementation of inventory and fixed asset reporting in accordance with *IOM Procurement Manual*. Participate in the physical inventory count and asset verification process at least once a year.
14. Support the administration of the Fixed Asset Register by ensuring accuracy of records in the Asset Management module for IOM's office in Namibia
15. As the asset management focal person, carry out the following:
  - *Maintenance of up-to-date and detailed records on SAP*
  - *Monitoring the appropriate utilization of assets and, where required, ensuring that the disposals, transfer or repair of assets is consistent with applicable rules and procedures*
  - *Maintain an upto date inventory list of all assets and must be covered by insurance.*

#### General

16. Support the organization of meetings, workshops and trainings.
- 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 two years of relevant professional experience; or
- High school diploma with four years of relevant professional experience
- Certification in Procurement, Logistics or Supply Chain Management is an advantage

**Experience**

- Experience in procurement and logistics and working with vendors and service providers;
- Experience with asset management process;
- Experience working with IOM/UN Procurement and Logistics Rules and Procedures is an advantage
- Experience working in an international organisation an advantage.

**Skills**

- 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 is required. Knowledge of local languages 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 five values:

**Inclusion and respect for diversity:** Respects and promotes individual and cultural differences. Encourages diversity and inclusion.

**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.

**Courage:** Demonstrates willingness to take a stand on issues of importance.

**Empathy:** Shows compassion for others, makes people feel safe, respected and fairly treated.

**CORE COMPETENCIES** - Behavioural indicators

**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 actions and delegated work.

**Communication:** Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

**Additional Notes:**

IOM is committed to a diverse, equitable and inclusive work environment and strongly encourages applications from persons of all genders, persons with disabilities, LGBTIQ+ individuals, and persons from minoritized racial or ethnic groups. External and internal candidates are eligible to apply for this vacancy. For the purpose of the vacancy, internal candidates are considered as first- tier candidates and will be given priority over external applicants if they meet the minimum requirements.

Appointment will be subject to certification that the candidate is medically fit for appointment and obtains nationality ID or valid residency/work permit.

**Method of application:**

If you are qualified for this position, please send your letter of motivation, up-to-date Resume/CV, copy of ID, Educational degrees and Complete IOM Personal History Form (which can be downloaded from this website: <https://ropretoria.iom.int/vacancies> ) to [gaboroneCVs@iom.int](mailto:gaboroneCVs@iom.int)

When you send your application, please specify the Vacancy reference number i.e. **VN/BW2023/09** 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 **10 January 2024**. Only shortlisted candidates will be contacted.

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