



International Organization for Migration (IOM)

The UN Migration Agency

Open to Internal and External Candidates

Position Title : **Procurement Assistant**
Duty Station : **London, UK**
Classification : **G6 – GBP 36,749.04 per annum (net but employee pays Primary NI and pension)**
Type of Appointment : **Fixed term, one year with possibility of extension**
Estimated Start Date : **As soon as possible**

Closing Date : **08th of August 2022**

Established in 1951, IOM is a Related Organization of the United Nations, and as 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. 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.

Context:

Under the direct supervision of the Resources Management Officer (RMO) and overall supervision of the Chief of Mission, and in close coordination with relevant units at Headquarters (HQ), Administration Centres in Manila (MAC) and Panama (PAC) and team leads in the Country Office, the incumbent will perform procurement duties in the IOM UK office.

Core Functions / Responsibilities:

1. Prepare and implement Mission's logistics (procurement, facilities maintenance, assets administration, transport support) strategic plan to support the implementation of various programmes, ensuring adequate and timely response to the demands of the Mission.
2. Plan logistics tasks and activities, including budgeting, scheduling and provision of materials and equipment needed by the Mission. Prepare regular progress reports, statistical information and briefing materials as required.
3. Prepare and implement supplier accreditation and evaluation process to ensure availability of a pool of reliable vendors and contractors to address the needs of the Mission and its programme implementation.

4. Prepare and implement permanent instructions of procurement, contracting and asset administration that are compliant to IOM's general instructions, policies and procedures. Organize and maintain systems and procedures for procurement/contracting of supplies, equipment, services needed by the Mission.
5. Maintain up-to-date inventories and tracking systems for fast-moving goods and for fixed assets. Prepare and implement appropriate internal control mechanisms to safeguard assets and ensure adequate insurance coverage for IOM assets and property.
6. Work with programme management and technical staff in preparing and issuing call for bids and bidding documents for tenders for all projects in the Mission. Ensure proper bidding of all tenders is done transparently and in accordance with the set rules and regulations as specified under the IOM Field Procurement Manual.
7. Serve as a resource person to programme management to ensure that all bidding and contracting process of the programmes are compliant to the Mission's permanent instructions.
8. Implement contract tracking and administration system to ensure proper tracking and monitoring of contracts/agreements procured by the Mission. Draft contract agreements and ensure that proper coordination with the Legal Unit in Geneva adhered to prior to any engagement to the contracting party.
9. Provide support in other logistic services, including maintenance of office space fixtures and equipment, liaison with relevant bodies regarding rent and rates and other common support services at the Mission.
10. Whenever possible ensure sustainable procurement for all our goods and services.
11. Perform other related duties as assigned.

Required Qualifications and Experience

Education

1. Bachelor's degree from an accredited academic institution in Business Administration or specialisation in Logistics/Procurement/Supply chain.
2. Other relevant Procurement accreditations or training.

Experience

1. Six years of related experience in procurement, finance and administration 3 of those preferably in the humanitarian/Charity sector.
2. Strong knowledge of donor procurement rules and regulations.
3. Experience working on UK government funded projects an added advantage.
4. Familiarity with SAP accounting system an added advantage.

5. Strong computer skills including proficiency with MS Word and MS Excel as a minimum.
6. Experience working in the UK.

Languages

Fluency in English is required. Working knowledge of any other UN language an advantage

Required 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.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

How to apply:

Please submit the completed [personal history form](#) with a cover letter not more than one page specifying the motivation for application to LondonHumanResources@iom.int. Please note that the post is subject to local recruitment. Only persons holding a valid residence or work permit for UK will be eligible for consideration. Please quote reference no. "VN GB10 2022_03 Procurement Assistant + SURNAME" in the subject of your application email.

Please note that only short-listed candidates will be contacted.

Deadline for application: 08th of August 2022