



International Organization for Migration (IOM)  
The UN Migration Agency

## Special Vacancy Notice

SVN-TD-014-2023

Open to internal and external candidates (Republication)

Position Title : **Procurement and Logistics Assistant**  
Duty Station : **Ndjamena, CHAD**  
Classification : **G5/1**  
Type of Appointment : **Special Short Term, 06 months with possibility of extension**  
Estimated Start Date : **As soon as possible**  
Closing Date : **May 28, 2023**

*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. Applications from qualified female candidates are especially encouraged. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

### Organizational Context and Scope

#### ***I. Core Functions / Responsibilities:***

Under the overall supervision of the Chief of Mission (CoM) in IOM Chad and direct supervision of the Head of procurement and logistics unit in Ndjamena; the procurement and logistics assistant will be responsible and accountable to assist with procurement and logistics functions in Ndjamena office:

#### ***II. Responsibilities And Accountabilities***

1. 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.
2. Assist with collecting bids, quotations; coordinate 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 senior management.

3. 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.
4. Assist with the preparation and organizing public tenders for supply of goods and materials, construction (Works) and services for emergency operations.
5. Produce weekly and monthly reports on open Purchase Requests and Purchase Orders through PRISM.
6. Liaise with Project Managers regarding developed projects and assist in developing annual and seasonal procurement plans, and identifying risks related to Procurement and supply to facilitate the successful implementation of projects.
7. Ensure that the newly procured assets are registered in PRISM and assigned respective Assets Master Numbers. Coordinate with asset focal points to ensure the overall process of assets management is performed correctly and on time
8. Ensure that all Purchase Requisitions (PRs) and Purchase Orders (POs) are posted into PRISM FI accurately and on a timely manner to ensure that all procurement requests are captured in the system and commitments for various requirements are properly captured.
9. 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.
10. Perform other duties as may be assigned.

### ***III. Required Qualifications and Experience:***

#### ***Education:***

- Bachelor's degree in business administration, Procurement and Logistics, or a related field from an accredited academic institution with 3 years of relevant experience or High School Diploma with at least 5 years of relevant experience

#### ***Experience:***

- 2 to 4 years of relevant working experience depending on academic background with specific focus on logistics and procurement in medium-large scale complex emergencies and inventory stock / supply chain management.
- Comprehensive knowledge of the different elements of the supply chain in humanitarian context.
- Previous experience in conflict affected areas/natural disaster areas with limited infrastructure.

#### **Languages**

Fluency in **French and English** is required

Fluency in Knowledge in **Arabic** 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.

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:**

Interested candidates are invited to submit their applications via e-mail to [iomchadrecruitment@iom.int](mailto:iomchadrecruitment@iom.int) referring to this advertisement in the subject: "SVN-TD-014-2023" and Vacancy Name (Procurement and Logistics Assistant) with minimum of **two professional referees and their contacts (both email and telephone)**.

Application must contain **Only a CV and a cover letter in a unique file**.

- Please do not attach any supporting document
- Only complete applications will be considered
- Only short-listed candidates will be contacted
- Female candidatures are highly encouraged.

**Posting period:**

**From: May 15 to May 28, 2023.**