



International Organization for Migration (IOM)  
The UN Migration Agency

Position Title : **Procurement and Logistics Officer**  
Duty Station : **Khartoum, Sudan**  
Classification : **Professional Staff, Grade P2**  
Type of Appointment : **Fixed term, one year with possibility of extension**  
Estimated Start Date : **As soon as possible**  
Closing Date : **05 March 2019**

*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, the following candidates are considered as first-tier candidates:*

1. *Internal candidates*

2. *Qualified applicants from the following NMS countries:*

*Antigua and Barbuda, Bahamas, Cook Islands, Cuba, Cabo Verde, Djibouti, Fiji, Micronesia (Federated States of), Gabon, Grenada, Guyana, Iceland, Kiribati, Comoros, Saint Kitts and Nevis, Lao People's Democratic Republic, Saint Lucia, Lesotho, Libya, Montenegro, Marshall Islands, Mauritania, Namibia, Nauru, Papua New Guinea, Palau, Paraguay, Solomon Islands, Seychelles, Suriname, Sao Tome and Principe, Eswatini, Timor-Leste, Tonga, Tuvalu, Holy See, Saint Vincent and the Grenadines, Vanuatu, Samoa*

### **Context:**

Under the overall supervision of the Chief of Mission and the direct supervision of the Resources Management Officer, the successful candidate in coordination with the Global Procurement and Supply Unit (GPSU) in Manila Administrative Centre (MAC) will be responsible and accountable for procurement and supply chain activities with a particular focus on EUTF-funded activities for the IOM Country Office and its sub-offices in Sudan, 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.

The Logistics & Procurement Unit provides procurement/contracting, facilities management and vehicle fleet management support to the Office.

### **Core Functions / Responsibilities:**

1. Carry out and supervise procurement and logistics activities and provide first-line support,

guidance and training in Khartoum and sub-offices with respect to IOM's procurement policies, rules, regulations and procedures.

2. Monitor the application of solid internal control systems and follow up on any non-adherence issues.

3. Analyze procurement requests, identify service providers, and evaluate information regarding vendor's performance in the areas of quality, prices, and delivery of goods in view of the Organization's best interests. Ensure the availability of a pool of qualified suppliers, vendors and contractors to address the needs of the Country Office.

4. Solicit bids, quotations, and tender documents; oversee bidding process and provide support for procurement transactions, analyze them for conformity to specified requirements; conduct appraisals and select suppliers, and confirm terms of payment; prepare purchase orders and ensure receiving authorization by the Resource Management Officer and the Chief of Mission.

5. Review and monitor all supply chain tasks and activities, including budgeting, scheduling and provision of materials and equipment needed by the Country Office, and draft revisions as required in coordination with the Resource Management Officer. Prepare regular progress reports, statistical information and briefing material as required.

6. Discuss with the Resource Management Officer issues/enhancements required to ensure effective planning and compliance with financial regulations on procurement and supply chain activities.

7. Provide guidance and assistance to procurement and logistics staff under his/her supervision.

8. Oversee the maintenance of IOM fleet and generators, ensure supply of adequate fuel reserves, monitor fuel spare parts consumption, and ensure timely vehicle maintenance.

9. Implement effective systems for asset management including regular monitoring of inventory, and updated records on assets disposal and timely coordination, including approvals from Central Accounting Support (CAS) Manila on donations and disposal.

10. Perform such other duties as maybe assigned.

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

### **Education**

- Master's degree in Business Administration, Management, Logistics, Procurement or a related field from an accredited academic institution with two years of relevant professional experience; or
- University degree in the above fields with four years of relevant professional experience.
- Certification in Procurement, Logistics or Supply Chain management is an advantage.

### **Experience**

- Experience in managing diverse procurement and logistics operations;
- Demonstrated 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;
- Excellent level of computer literacy and good knowledge of SAP is an advantage;
- Previous experience in reconstruction programs in the region is advantage.

### **Languages**

Fluency in English is required. Working knowledge of Arabic is an advantage.

### ***Desirable 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 2

- **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.

#### **Managerial Competencies** – behavioural indicators level 2

- **Leadership:** provides a clear sense of direction, leads by example and demonstrates the ability to carry out the organization's vision; assists others to realize and develop their potential.
- **Empowering others & building trust:** creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- **Strategic thinking and vision:** works strategically to realize the Organization's goals and communicates a clear strategic direction.

### ***Other:***

Internationally recruited professional staff are required to be mobile.

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

The list of NMS countries above includes all IOM Member States which are non-represented in the Professional Category of staff members. For this staff category, candidates who are nationals of the duty station's country cannot be considered eligible.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

### ***How to apply:***

Interested candidates are invited to submit their applications via PRISM, IOM e-Recruitment system, by 05 March 2019 at the latest, referring to this advertisement.

For further information, please refer to:

<http://www.iom.int/cms/en/sites/iom/home/about-iom-1/recruitment/how-to-apply.html>

In order for an application to be considered valid, IOM only accepts online profiles duly completed.

Only shortlisted candidates will be contacted. You can track the progress of your application on your personal application page in the IOM e-recruitment system.

***Posting period:***

From 20.02.2019 to 05.03.2019

Requisition: VN 2019/50 (P) - Procurement and Logistics Officer (P2) - Khartoum, Sudan (55844187)

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