



International Organization for Migration (IOM)
The UN Migration Agency

OPEN TO INTERNAL AND EXTERNAL CANDIDATE

Reference No. : **CFCV/MZ10/2021/071**

Position Title : **Intern (Procurement & Logistics)**

Duty Station : **Maputo, Mozambique**

Organizational Unit : **Procurement & Logistics**

Classification : **UG**

Type of Appointment : **Internship for 6 (six) months with the possibility of extension.**

Report to : **Procurement and Logistics Coordinator**

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

Closing Date : **29 December 2021**

IOM is committed to a diverse and inclusive environment. This is a request for Curricula / expression of interest for the position of Intern. The success candidate will be offered Internship Contract.

Context:

The International Organization for Migration (IOM), the UN Migration Agency is a dynamic and growing inter-governmental organization, with 172 member states. IOM is committed to the principle that “humane and orderly migration benefits migrants and society”. Established in 1951 and now active in over 440 field locations worldwide, IOM works with partners, government, and civil society to promote international cooperation to address operational challenges of migration and mobility, assist in the search for practical solutions to migration problems, and to provide humanitarian assistance to migrants in need, including refugees and internally displaced people. IOM addresses the migratory phenomenon from an integral and holistic perspective, including links to development to maximize its benefits and minimize its negative effects.

Under the general supervision of the Procurement and Logistics Officer (PLO) and direct supervision of the Procurement and Logistics Coordinator, the incumbent will be responsible in the for procurement, logistics and general administrative tasks.

Responsibilities and Accountabilities:

- 1- Assist the team and the Project Managers with implementation and monitoring aspects related to procurement and logistical needs to support IOM's activities in Maputo and sub-offices.
- 2- Prepare, verify, and analyze Bids Analyses in conformity to specified requirements (PR), conduct appraisals, and confirm terms of agreement with selected suppliers.
- 3- Conduct first review of vendor invoices to ensure compliance with Purchase order and goods received. Support with submitting documentation Payment Requests (RFP) to the Finance Unit to execute in-Mission Payments.
- 4- Follow up with the Finance Unit to ensure that suppliers' accounts are settled on time.
- 5- Assist in the assets physical verification exercises and tagging of IOM assets
- 6- Be responsible for containers management and control supply stock and consumables to ensure there is no undue overstocking or loss.
- 7- Processing files for E-Filing Manual and Mass Uploading.
- 8- Perform any other duties as assigned by direct supervisors.

Required Qualifications and Experience

Education

- Be enrolled in the final academic year of a university degree program (minimum bachelor's level or equivalent); or
- Be enrolled in a graduate degree program (second university degree or equivalent, or higher); or
- Have graduated with a university or graduate degree and, if selected, must commence the internship within one-year of graduation.

Experience

- While no prior work experience is required, some professional experience in Public Procurement/Supply Chain is desirable.
- Strong computer literacy: MS Office: Excel, PowerPoint, and SharePoint are an asset.

Languages

Good in written and oral **English** and **Portuguese** is required.

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: maintain 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

- 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, verification of Education certificate and security clearances.

How to apply:

Interested candidates are invited to submit their applications in **ENGLISH**, with:

- a) Cover letter clearly specify suitability and availability date.
- b) Detailed *curriculum vitae*, including skype user ID, phone number, historical salary and minimum three referees (preferably former direct supervisors).

Please submit your application by email to iommzbvacancies@iom.int , indicating your name and the reference code above **[Name, CFCV/MZ10/2021/071 – Intern (Procurement & Logistics)]** as subject. The deadline for applications is **29 December 2021**.

Only applicant who meets the above qualification will be considered.

No Fees:

IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training, or other fee). IOM does not request any information related to bank accounts.

Posting period:

From 15.12.2021 to 29.12.2021