



**OPEN TO INTERNAL AND EXTERNAL CANDIDATE**

Reference No. : **SVN/MZ10/2023/037**

Position Title : Warehouse Assistant

Duty Station : Beira, Mozambique

Job Family : Procurement, Logistics & Facilities

Classification : **General Service, G-4**

Type of Appointment : Special Short Term Graded Contract, 06 (six) months with a possibility of extension.

Report to : Supply Chain Officer

Estimated Start Date : As soon as possible

Closing Date : **07 June 2023**

IOM is committed to a diverse and inclusive environment. For this vacancy, the following internal candidates who meet the eligibility criteria are considered as first-tier candidates:

- Internal candidates on regular or fixed-term contracts should meet the minimum time in post requirement of eighteen months or more at the time of the closing of the SVN.
- The minimum time in post requirement is six months for such internal candidates who are incumbents of a position being advertised or confirmed for discontinuation.
- Internal candidates on short-term contracts should meet the minimum time in post requirement of six months or more at the time of the closing of the SVN.

In addition, all applicants should meet eligibility requirements for languages, education and work experience requirements stipulated in the SVN.

**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 overall supervision of the Resource Management Officer and direct supervision of the Supply Chain Officer and in close coordination with Head of Office, the incumbent will be responsible for supporting Warehouse administration activities in sub-office and the mission.

## **RESPONSIBILITIES AND ACCOUNTABILITIES**

1. Support the overall warehousing administration, receiving the goods, updating the warehouse records and database, handing over the goods to the operations whenever required.
2. Clean up and keep the entire warehouse facility well maintained, including ensuring that goods are stacked and stored in appropriate manner.
3. In close coordination with the procurement, receive goods from vendors/transporters and inspect the quantity/quality to confirm all meets the same specifications have been ordered.
4. Monitor the loading/offloading activities at the warehouse whenever taking place and suggest to the supervisor the labour needed to cover the job properly. Follow up on the transportation of the goods exiting the warehouse to other destinations.
5. Issue the "Receiving Report Forms" for the new arrival items into the warehouse.
6. Issue the "Stock Release Authorization Form" when releasing items from the warehouse.
7. Provide regular update on the warehouse inventory records upon completing for each activity and submit the updated warehouse inventory report to Procurement/Logistics Officer on weekly basis.
8. Ensure all the original shipping documents are well received in case of receiving new arrival shipments like, packing lists, waybills, bills of lading and the shipping invoices.
9. Obtain the duly authorization from Logistics/Procurement Officer or his/her designated officer in case of releasing/issuing any of the warehouse items to any individual and/or unit within the mission.
10. Maintain, update, and manage the archiving system with proper labels.
11. Perform any other duties as may be assigned.

## EDUCATION

- University degree in Business Administration, supply chain or a related field from an accredited academic institution with at least two years of relevant professional experience; or
- High school diploma in the above fields with at least four years of relevant professional experience.

## EXPERIENCE

- Have working experience in administration, logistics and procurement, warehouse/asset inventory management, preferably have experience in procurement/logistics at IOM.

## SKILLS

- Ability to prepare clear and concise reports and to analyses and interpret source information and data.
- High level of computer literacy is required, Good knowledge of MS-Office, specifically Microsoft EXCEL.
- Have knowledge and experiences in SAP is an advantage

## LANGUAGES

Fluency in **English** and **Portuguese** both written and spoken is required.

## 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:** 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.
- **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 – 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 actions 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.

### 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](mailto:iommzbvacancies@iom.int), indicating your name and the reference code above **[Name, SVN/MZ10/2023/037 – Warehouse Assistant]** as subject. The deadline for applications is **07 June 2023**.

**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 24.05.2023 to 07.06.2023