



OPEN TO INTERNAL AND EXTERNAL CANDIDATE

Reference No. : **SVN/MZ10/2023/039**

Position Title : Procurement & Logistics Clerk

Duty Station : Beira, Mozambique

Job Family : Procurement, Logistics & Facilities

Classification : **General Service, G-3**

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 assisting and organizing procurement activities including obtaining quotations, tendering, purchase and delivery of goods and services, and providing logistics support at the sub office.

RESPONSIBILITIES AND ACCOUNTABILITIES

1. Assist in maintaining of overall procurement and logistic documentation including filing, labelling, and arranging the files in order periodically.
2. Responsible for record storage management, file database maintenance, collection, and retrieval of documents, and liaise with the vendor.
3. Assist in maintaining vendor database, including but not limited to, recording vendor's performance, and registering new vendor.
4. Assist in maintaining price list database of regular supplies, accommodations, medical facilities, etc. of the Mission.
5. Assist in maintaining and updating progress-monitoring tracking sheet of procurement process for each request submitted to Procurement and Logistic unit to ensure that goods/services/works are delivered within the project timeline, and payment is made in a timely manner.
6. Assist in making hotel reservation, and preparing Request for Payment related to hotel accommodation for any staff on duty travel in the event of accommodation is provided to the staff.
7. Assist in arranging any official meeting/workshop/training in coordination with respective unit and staff (venue, meals/snack boxes, hotel accommodation).
8. Assist in obtaining hotel corporate rate for the Mission and maintaining the hotel data base including the UNDSS hotel rate.
9. Assist in doing regular invoice reconciliation with vendors.
10. Assist in updating and maintaining the visibility stock to ensure required minimum stock is reached, and in coordination with the procurement staff to replenish the stock accordingly.
11. Provide clerical support for audit or evaluation related to the projects, and external or internal audits of the mission.
12. Act with integrity and professionalism in accordance with IOM's Code of Conduct, at all times.
13. Perform such other related duties as may be assigned.

EDUCATION

- Bachelor's degree in the relevant field (Social Science, Finance, Business Administration, Management, other related field) with minimum two years of relevant working experience, or.
- Completed High School degree from an accredited academic institution, with minimum four years of relevant working experience.

EXPERIENCE

- Good knowledge of and experiences in procurement and logistic, administration and operational.
- Have working experiences in administration, logistics, and procurement, preferably have experiences in procurement and 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 advantagee

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, indicating your name and the reference code above **[Name, SVN/MZ10/2023/039 – Procurement & Logistics Clerk]** 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