



FOR ROSTER

OPEN TO INTERNAL AND EXTERNAL CANDIDATE

Reference No. : **CFCV/MZ10/2023/030**

Position Title : **Procurement & Logistics Clerk**

Duty Station : Pemba, Mozambique

Job Family : Procurement, Logistics & Facilities

Classification : **General Service, Grade : UG**

Type of Appointment : Special Short-Term Ungraded Contract, 2 (two) months with the possibility of extension. The first six months shall be considered as probation period.

Report to : Supply Chain Officer

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

Closing Date : **25 April 2023**

IOM is committed to a diverse and inclusive environment. This is a request for Curricula/expression of interest for the position of **Procurement & Logistics Clerk**. The successful candidate will be offered Special Short Term Ungraded Contract.

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

Context:

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration and 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.

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 arrange 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.

Required Qualifications and Experience

Education

- Bachelor Degree in the relevant field (Social Science, Finance, Business Administration, Management, other related field) with minimum one year of relevant working experience, or;
- Completed High School degree from an accredited academic institution, with minimum three 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 advantage.

Languages

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

Required Competencies

The incumbent is expected to demonstrate the following values and competencies:

Values – all IOM staff members must abide by demonstrate these three 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 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.

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 historical salary and minimum three referees (preferably former direct supervisors).

Please submit your application by email to iommzbvacancies@iom.int, indicating the reference code above **(CFCV/MZ10/2023/030 – Procurement & Logistics Clerk)** as subject. The deadline for applications is **25 April 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 11.04.2023 to 25.04.2023