



International Organization for Migration (IOM)
The UN Migration Agency

OPEN TO INTERNAL AND EXTERNAL CANDIDATE

Reference No. : **CFCV/MZ10/2022/011**

Position Title : **Common Pipeline Logistics Assistant**

Duty Station : **Pemba, Mozambique**

Organizational Unit : **Shelter Cluster**

Classification : **UG**

Type of Appointment : **Special Short Term, 2 months with a possibility of an extension.**

Report to : **Pipeline Officer**

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

Closing Date : **23 March 2021**

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 Shelter Cluster Coordinator and direct supervision of the Common Pipeline Officer, the incumbent will be responsible for supporting Common Pipeline Warehouse Operation activities in Pemba sub-office for the Shelter Cluster partners.

Responsibilities and Accountabilities:

- 1- In close coordination with the Shelter Cluster team, Support the overall Core pipeline warehousing operation.
- 2- Support the warehouse team with receiving goods from vendors/transporters and verify the quantity/quality to confirm all meets the same specifications as has been ordered, in line with the samples including.
- 3- Updating the Common Pipeline warehouse records and database, handing over the goods to the operations whenever required.
- 4- Keep track and records of all core pipeline operational materials, tools and equipment used for Shelter and NFI activities
- 5- Effectively work together with the common pipeline warehouse team in executing emergency response activities
- 6- Provide regular updates on weekly basis on the Common Pipeline warehouse inventory records upon completing for each activity and submit the updated warehouse inventory report to Pipeline Officer on weekly basis.
- 7- Keep daily track on in-out going supplies, bin-cards, update on stock depletion, ensure there's no stock missing/mishandled.
- 8- Support in the routine core pipeline operations of the activities at office level
- 9- Ensure all the copies deliveries documents are well received from the warehouse team in case of receiving new delivery like, delivery note, packing lists, waybills as well as the copy of the PO for the delivery.
- 10- Perform any other duties as assigned.

Required Qualifications and Experience

Education

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

Experience

- Have working experiences in warehousing operation administration, logistics and procurement, warehouse/asset inventory management, preferably have experience in Shelter/NFI program 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.

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 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 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.

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, CFCV/MZ10/2022/011 - Common Pipeline Logistics Assistant]** as subject. The deadline for applications is **23 March 2022**.

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 15.03.2022 to 23.03.2022