



International Organization for Migration (IOM)  
The UN Migration Agency

## **OPEN TO INTERNAL AND EXTERNAL CANDIDATE**

Reference No. : **SVN/MZ10/2022/019**

Position Title : **Common Pipeline Logistics Assistant**

Duty Station : **Pemba, Mozambique**

Organizational Unit : **Shelter Cluster**

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

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

Report to : **Pipeline Officer**

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

Closing Date : **04 July 2022**

### ***Context:***

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, provide general support to the overall Core pipeline warehousing operation.
2. Coordinate with warehouse colleagues in IOM warehouse Mahate to ensure that the inventory management system updated promptly with support by the Warehouse Assistant.
3. In coordination with warehouse colleagues assist in arranging stacking of items in the warehouse and ensure that the Common pipeline stock bin cards are accuracy /updated immediately.
4. In coordination with warehouse colleagues assist in moving goods from buffer zone when Final Inspection note is received.

5. Assist warehouse colleagues in supervising daily wage workers for loading and offloading of incoming and outgoing items safely.
6. In coordination with warehouse colleagues assisting in setting up new space: signage, pedestrian/vehicle routes, etc. if necessary
7. Assist in placing stocks in buffer zone until Final Inspection note is received.
8. 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.
9. Updating the Common Pipeline warehouse records and database, handing over the goods to the operations whenever required.
10. Keep track and records of all core pipeline operational materials, tools and equipment used for Shelter and NFI activities
11. Effectively work together with the warehouse colleagues in executing emergency response activities
12. 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.
13. Keep daily track on in-out going supplies, bin-cards, update on stock depletion, ensure there's no stock missing/mishandled.
14. Support in the routine core pipeline operations of the activities at office level.
15. 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.
16. Keep warehouse and tools cleaned and properly store as per IOM rules and regulations.
17. Ensures proper storage has been performed.
18. Rotate stocks for space optimization.
19. Always adhere to safety protocols/rules.
20. Perform any other duties as may be assigned by the supervisor.

## **Education**

- High School education and/or a certificate in Business Administration, Operations Management, Procurement and Logistics, or alternatively, a combination of related education and experience in this field.

## **Experience**

- At least three years (3) of experience in warehousing operation, administration, logistics and procurement, warehouse/asset inventory management, product quality control preferably have experience in Shelter/NFI program at IOM.
- Previous work experience with the UN, local and/or international NGO is an added advantage.

- Excellent organizational skills with the ability to manage multiple tasks. simultaneously under time constraints, accurate and detail oriented.

## **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 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.

***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/MZ10/2022/019 - Common Pipeline Logistics Assistant]** as subject. The deadline for applications is **04 July 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 20.06.2022 to 04.07.2022