



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates

Position Title : **Procurement & Logistics Assistant**
Duty Station : **Cairo, Egypt**
Classification : **General Service Staff, Grade G5**
Type of Appointment : **One Year Fixed Term with possibility of extension**
Estimated Start Date : **As soon as possible**
Reference Code : **VN-CAI/2018/11**
Closing Date : **April 23, 2018**

Established in 1951, IOM is the leading inter-governmental organization 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.

IOM is committed to a diverse and inclusive environment. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

Under the direct supervision of the Resources Management Officer (RMO) and the overall supervision of the Chief of Mission, the successful candidate will be responsible for the following.

Core Functions / Responsibilities:

1. In compliance of IOM Procurement Manual, assist Project Managers and RMO in implementation of effective internal control, and a proper functioning of a client-oriented procurement management system.
2. Undertake market research in order to evaluate potential new suppliers.
3. Receive, review and analyse procurement requisition forms for completeness and accuracy.
4. Assist in the management of the contracts process throughout the procurement cycle, including needs definition, market research, tender issuance, evaluation of offers and vendor performance evaluation in accordance to IOM procurement rules.
5. Support reviewing contracts and agreements for submission to Legal Department.
6. Manage cost effective procurement services in the area of contracts and long-term agreements (LTA) in support of IOM Egypt operations.

7. In close collaboration with the Project Managers and/or the Resource Management Officer (RMO), verify that appropriate funds are available for any purchase.
8. Assist in the development of Key Performance Indicators (KPIs), monitor and record the performance of LTA suppliers in relation to established KPIs, and follow-up with suppliers on improvements.
9. Identify service providers and evaluate vendors' performance regarding quality, prices, and delivery of goods and services in line with the Organisation's best interests and value for money.
10. Liaise with IOM Manila Global Procurement & Supply Unit (GPSU) in seeking approvals for all contracts and agreements.
11. Provide a monthly checklist on pending Purchase Orders (PO) and follow-up with relevant colleagues to ensure timely closure of all the Purchase Orders in the PRISM system.
12. Ensure all expected merchandise are received timely, according with PO specifications, and that all goods are in good condition.
13. Conduct review of vendor invoices to ensure compliance with PO and goods received; prepare Payment Requests and ensure timely payment to suppliers/ service providers.
14. Coordinate with clearing agents, other key stakeholders, ensuring information and documentation on shipments' arrival is shared in ample time to minimise delays and the incurring of costly demurrage charges.
15. Ensure management of Petty Cash, including replenishing in coordination with Finance Unit.
16. Ensure office maintenance, including generator, elevators, landlines and other facilities.
17. Control utilities invoices, and coordinate with Finance Unit for payments; maintain a database on utilities suppliers and services, including telecommunication invoices and calculation of individual costs assigned to staff members.
18. Plan office supplies, coordinate purchase according to needs, from procurement requisition to goods delivery.
19. Supervise the cleaning agents, including work planning, management of leaves, performance evaluation, and coordinate reporting to RMO and CoM where needed.
20. Coordinate with warehouses to ensure availability of space for goods delivery and ensure proper commodity handling and management practices are followed.
21. Manage IOM Fleet for the Country and Regional Offices, including drivers' and IOM fleet assignment planning, including maintenance, insurance, fuel consumption, LOG book management, and relations with outsourced vehicles rental companies.
22. Submit regular reports for a continuous overview of supply chain operations, including volumes, values, incoming goods, warehouse stocks and distribution.
23. Update vendor database in support of IOM procurement requirements.
24. Maintain proper filing of all procurement-related and shipping documents; contribute to a proper filing system in relation to grants, leases and LTA.
25. Perform any other duties as may be required.

Required Qualifications and Experience

- Professional experience with specific focus on local/international procurement, clearing & forwarding, VAT, Egyptian policies, laws and regulations.
- Fleet management experience and insurance management.
- Experience in inventory/stock/supplies management.
- Experience working with an international organization or NGO in the procurement section.
- Bachelor's degree in Procurement, Business Administration, Project Management or an equivalent with three years of relevant professional experience; or,
- Diploma in the above fields or an equivalent with four years of professional experience

Languages

Fluency in **English** and **Arabic**.

Required Competencies

- **Accountability** – takes responsibility for action and manages constructive criticisms;
- **Client Orientation** – works effectively well with client and stakeholders;
- **Continuous Learning** – promotes continuous learning for self;
- **Communication** – listens and communicates clearly, adapting delivery to the audience;
- **Performance Management** – identify ways and implement actions to improve performance of self;
- **Planning and Organizing** - plans work, anticipates risks, and sets goals within area of responsibility;
- **Professionalism** - displays mastery of subject matter;
- **Teamwork** – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation and,
- **Technological Awareness** - displays awareness of relevant technological solutions.

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 and verification of residency, visa and authorizations by the concerned Government, where applicable.

Only candidates residing in either the country of the duty station or from a location in a neighboring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighboring country located within commuting distance, and work permit, as applicable.

How to apply:

Interested candidates are invited to submit their **application** and **cover letter** not later than **Monday, April 23, 2018**, at **17:00** O'clock, **Cairo** time on www.egypt.iom.int

In addition, please note that only the applications which would have been duly done, and which would have been submitted and received through IOM website within the announced time frame would be valid & considered for the announced vacancy.

Kindly note that for efficiency reasons, only shortlisted candidates will be contacted.