



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates

Position Title : **Procurement and Logistics Assistant**
Duty Station : **Cairo, Egypt**
Classification : **General Service Staff, Grade G4**
Type of Appointment : **Special Short term, 6 months with possibility of extension**
Estimated Start Date : **As soon as possible**
Reference code : **SVN/CAI/2022/15**
Closing Date : **August 16, 2022**

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, 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 work environment. Read more about diversity and inclusion at IOM at www.iom.int/diversity.

Organizational Scope & Context:

Under the overall supervision of the **Head of Resources Management (HRM)** and direct supervision of the **Senior Procurement and Logistics Assistant**, the incumbent is responsible and accountable for providing necessary support to procurement and logistical functions of IOM Cairo Country Office.

Core Functions / Responsibilities:

1. Welcome IOM visitors and coordinate with the security team to issue them with proper a visitor's badges.
2. Direct the migrants into the right department / unit according to inquiries / questions raised by them.
3. In coordination with the cleaning service colleagues, keep the reception area very clean, tidy, and well organized.
4. Prepare the paperwork for the customs exemption requests to MFA.
5. Archiving system/database update and management with proper labels.
6. Ensure through established procedures, that all received goods are in accordance with the terms and specifications of the respective POs.
7. Receive shipments of NFI's and medical requirements (medicine, consumables, equipment, etc) from the suppliers and update the stock inventory records.

8. Support overall Logistical needs within the office, including Stock Management, Supply goods, Building Service and Maintenance, Vehicles and Drivers Management, and Dispatch-Transportation related tasks.
9. Monitor the drivers' daily movements with the vehicles' allocations.
10. Verify submission of TA's and Security Clearances related to the drivers' movements/missions out of Cairo.
11. Setting up the IOM conference rooms for meetings and workshops.
12. Record documents mailed/faxed and assist in translating IOM documents and faxes.
13. Process faxes and keep a logbook of incoming/outgoing faxes and assist in filing letters and other documents accordingly.
14. Answer telephone calls and respond to applicants' inquiries and ensure to be transferred to the appropriate unit and/or designated individuals.
15. Handle all reception matters and ensure that the reception area is fully covered during the working office hours.
16. Coordinate with the Guards and the Field Security Assistant on any issues related to security matters, including providing reports on any security-related event at the reception.
17. Organize the incoming/outgoing pouches in a proper manner, track pouches, keep a record and arrange for in-house distribution of the incoming mails.
18. Ensure invoices are well received when payment is conducted in cash.
19. Track all international calls, including conference calls, made through the landlines in the reception area and submit to the logistic unit hem by the end of each month for calculations & charging purposes.
20. Perform any other duties as may be assigned.

Required Qualifications and Experience:

Education

- Bachelor's degree in Procurement, Business Administration, Project Management, or an equivalent with two years of relevant professional experience; or,
- High School degree/certificate with four years of professional experience.

Experience

- Professional experience in IOM Procurement & Logistics, Egyptian policies, laws and regulations.
- Fleet management experience and insurance management.
- Experience in inventory/stock/supplies management.
- SAP experience is an advantage.

Skills

- Strong communication and negotiation skills.
- Ability to work in a team, organized, able to manage complex activities and find solutions to unexpected problems, able to learn, develop and adapt rapidly to changing environments.
- Strong Time Management Skills.
- Office software (Word, Excel, etc.) and knowledge of spreadsheets and data analysis.

Languages

- Fluency in English, and Arabic (oral and written) is required.
- Working knowledge of French is desirable.

Notes

Accredited Universities are the ones listed in the UNESCO World Higher Education Database (<https://whed.net/home.php>).

Required 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: maintains 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.

IOM's competency framework can be found at this link.

https://www.iom.int/sites/default/files/about-iom/iom_revised_competency_framework_external.pdf

Competencies will be assessed during a competency-based interview.

Other

Any offer made to the candidate in relation to this special vacancy notice is subject to funding confirmation.

This is a national position and as such only Egyptian citizens and legal residents with authorization to work in Egypt at the time of the application will be considered.

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.

How to apply:

Interested candidates are expected to submit their applications on or before **Tuesday, 16 August 2022 - Cairo time** to [Careers | IOM Egypt](#). Late submissions will not be considered.

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 and considered for the announced vacancy.

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

Posting period:

From 03.08.2022 to 16.08.2022