



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates

Position Title : **Procurement and Logistics Assistant**
Duty Station : **Country Office in Cairo, Egypt**
Classification : **G4**
Type of Appointment : **Special Short Term, Six Months with possibility of extension**
Estimated Start Date : **As soon as possible**
Reference code : **SVN/CAI/2023/30**
Closing Date : **October 17, 2023**

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 National Procurement and Logistics Officer, the incumbent is responsible and accountable for providing necessary support to procurement and logistical functions of IOM Cairo Country Office.

Core Functions / Responsibilities:

1. Assist the National Procurement and Logistics Officer (P&L Officer) regarding procurement requests and requirements to consolidate Office overall requirements and optimize purchasing power.
2. Prepare the “Assets Assignment Forms – AAF” when issuing assets to staff for IOM usage and “Assets Handover Forms – AHF” when receiving back assets to stock, as well as update the movable assets inventory records. a
3. Update and manage all procurement databases, archiving systems and e-filing with proper labelling.
4. In compliance with IOM Procurement Manual, assist Project Managers and HRM in implementation of effective internal control, and a proper functioning of a client-oriented procurement management system.
5. Verify that the Purchase Requisitions submitted to Procurement Unit are complete.
6. Post all Purchase Requisitions (PRs) and Purchase Orders (POs) into ERP system accurately and on a timely manner to ensure that all procurement requests are captured in the system and commitments for various requirements are properly captured.
7. In close collaboration with the Project Managers and/or the HRM, verify that appropriate funds are available for any purchase.
8. Verify all expected merchandise/services are received timely, according with PO and Purchase Requisitions Forums specifications, and that all goods/services are in good conditions, meeting projects implementation schedules and requirements.
9. Obtain quotations for various services needed by the mission teams and/or office needs.
10. Undertake market research to evaluate potential new suppliers.
11. Communicate with external goods and service providers, where necessary i.e., conduct meetings for surveying market prices for different goods and services, collecting bids, procuring with cash, and handing over the commodities to the beneficiaries, etc.

12. Contribute to soliciting bids or quotations for conformity to specified requirements, select vendors, and confirm terms of payment and terms of delivery, Initiate, and finalize the bids analysis procedures.
13. Conduct first review of vendor invoices to ensure compliance with purchase order and goods received. Support the organization of events held in external venues, including workshops, trainings, meetings...etc.
14. Verify that the Goods Received Notes (GRN) and Services Completion Certificate (SCC) are made and signed by the requisitioner when the services have been rendered and/or the goods have been received supported with some photos to the respective AVRR beneficiary.
15. Submit payments on system and maintain a close relationship with Finance unit to follow-up payments.
16. Maintain records of all processed transactions, an efficient filing system for record of all quotations, copies of records of expenditure, receipts, local order forms, etc.
17. Assist the National P&L Officer in monitoring maintenance, utility bills and repair of office facilities, including preventive maintenance.
18. Keep track and assist National P&L Officer in preparing contracts and service agreements and its amendments.
19. Perform any other related duties as 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 relevant professional experience.

Experience

- Experience in managing diverse Procurement and Logistics operations.
- Experience in Egyptian policies, laws, and regulations.
- Fleet management experience and insurance management.
- Experience in inventory/stock/supplies management.
- High level of computer literacy (MS Office Word, Excel and Outlook);
- Experience in ERP systems including SAP or Oracle.
- Knowledge of IOM internal procurement and financial rules, as well as PRISM elements as they apply to procurement and logistics is an advantage.

Skills

- Demonstrated ability to communicate clearly and effectively with clients and team members.
- 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.
- Ability to work under pressure with minimum supervision.

Languages

English and Arabic (Fluent)

Advantageous

Working knowledge of French is an advantage.

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: 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: produce and deliver 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 of 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 full application before October 17th, 2023 – Cairo time through the following links.

For internal Candidates: [Internal Applicants](#)

External Candidates: [External Applicants](#)

Note: 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 03.10.2023 to 17.10.2023