



International Organization for Migration (IOM)  
The UN Migration Agency

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Position Title : **National Procurement and Logistics Officer**  
Duty Station : **Khartoum, Sudan**  
Classification : **NOA**  
Type of Appointment : **one-year fixed term, with possibility of extension**  
Estimated Start Date : **As soon as possible**  
Closing Date : **December 06,2018**  
Reference Code : **VN 37 2018 (N)**

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 overall guidance of the Chief of Mission, technical guidance of the Resource Management Officer and under the direct supervision of the Procurement and Logistic officer, the successful candidate will be responsible and accountable for procurement and logistics activities.

### ***Core Functions / Responsibilities:***

- Assist in monitoring and overseeing the procurement and logistics actions for IOM Sudan including property, assets control, supply and contractual agreements for services and maintenance in compliance with the rules and procedures contained in the IOM procurement manual, giving necessary consideration for efficiency, economy, transparency and integrity.
- Assist the Procurement and Logistic Officer in implementing the necessary internal coordination, planning and scheduling of procurement and logistics activities to ensure economies of scale, timely servicing and maintenance, insurance coverage, and necessary upgrades and replenishments of IOM Sudan assets (including property) and inventory.



- Implement the proper procedures in IOM Sudan offices to ensure the security, storage, management, distribution, disposal and efficient use of procured assets and inventory. Assist the Procurement and Logistic Officer in identifying control weaknesses, recommend changes and make improvements, under the overall guidance of the RMO.
- Liaise with relevant external offices in Global Procurement and Supply Unit (GPSU), in Manila Administrative Centre (MAC) and LEG, for contract review follow up and support the Procurement and Logistic Officer and the RMO in any compliance related aspect.
- Streamline and organize the documentation related to all procurement, logistics, asset management and inventory transactions to demonstrate transparency, compliance with rules and regulations, proper accounting and internal control. Identify gaps in these areas and recommend changes to address these gaps.
- Maintain a vendor management system which tracks quality and delivery issues to assist in evaluating vendor performance and to support decision making.
- Maintain accurate records and evaluation system for Implementing Partners (IPs) collaborating across the Program Units.
- Assist the Procurement and Logistic Officer in manage and build capacity of the procurement unit and sub offices, through guidance and increasing awareness of procurement rules and internal control guidelines.
- When requested, attend the UN Procurement Working Group in Sudan as alternate of the Procurement and Logistic Officer, and provide for briefings and reports;
- Organize periodic physical verification of assets and inventory, including Field Offices;
- Perform such other duties as may be assigned.

## Technical

- a) Effectively applies specialized knowledge of logistics and procurement to timely source goods and services;
- b) Effectively works with vendors and service providers in compliance with IOM procedures to secure cost-effective quality solutions for IOM
- c) Drives IOM vehicles in a safe manner consistent with local regulations



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## ***Required Qualifications and Experience***

### **Education**

- a) University Degree in Management, Logistics, Procurement Political or Social Sciences, International Affairs, Economics and Law, Business Administration or related field;
- b) three years of relevant working experience;

### **Experience**

- a) experience in communications, resource, and business strategy development;
- b) experience in liaising with governmental and non-governmental institutions;
- c) sound knowledge of project development, report writing and financial administration;
- d) significant reporting and database experience required, preferably with Microsoft Access;
- e) excellent writing, communications and good negotiation skills;
- f) ability to draft clearly and concisely in various language;
- g) delivers on set objectives in hardship situations.

### **Languages**

Fluency in English and Arabic is required.

## ***Required Competencies***

The incumbent is expected to demonstrate the following values and competencies

### **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.
- Resource Mobilization - Establishes realistic resource requirements to meet IOM needs.



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### **Core Competencies** – behavioural indicators

- **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.

### **Managerial Competencies** – behavioural indicators

- **Leadership:** provides a clear sense of direction, leads by example and demonstrates the ability to carry out the organization's vision; assists others to realize and develop their potential.
- **Empowering others and building trust:** creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- **Strategic thinking and vision:** works strategically to realize the Organization's goals and communicates a clear strategic direction.

### ***How to apply:***

Interested candidates are invited to submit their applications via email: [sudanhrdept@iom.int](mailto:sudanhrdept@iom.int), by December 06, 2018 at the latest, referring to this advertisement.

Only shortlisted candidates will be contacted.

### ***Posting period:***

[From 29.11.2018 to 06.12.2018](#)