



Position Title	: Procurement & Logistics Assistant (2 Positions)
Duty Station	: Port Sudan, Sudan
Classification	: G5
Type of Appointment	: One-year fixed term with the possibility of extension.
Estimated Start Date	: As soon as possible
Closing Date	: October 14, 2023
Reference Code	: VN 22 2023

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:

Working under the overall supervision of the National Supply Chain Officer ; and the direct supervision of the Senior Logistics and procurement Assistant, the incumbent will be responsible for carrying out procurement and logistics functions in accordance with IOM's regulations, rules and procedures. In particular, s/he is responsible for

Core Functions / Responsibilities:

1. Assist the National Procurement & Logistics Officer with implementation and monitoring aspects related to procurement and logistical needs to support IOM's humanitarian activities in Sudan as well as in IOM sub-offices.
2. Coordinate and organize and maintain systems/procedures for procurement, supply and transport, documentation, storage and warehousing ,equipment up- grading ,etc.
3. Contribute to the preparation and implementation of permanent instructions for procurement, warehouse operations and asset administration that are compliant with IOM's general instructions, policies and procedures.
4. Ensure proper procurement filing systems are in place.
5. Assist in providing response capacity to the operational demands of IOM Sudan.
6. Post Purchase Requisitions/Purchase Orders into PRISM accurately and in a timely manner to ensure that all procurement requests are captured in the system and commitments for various procuring projects are recorded.
7. Apply for and follow up all duty/VAT exemption applications for procured goods/services.

- Prepares the letters addressed to the government authorities involved in customs issues
8. Prepare payment requests and follow up with the Finance Unit to ensure that suppliers' accounts are settled on time.
 9. Ensure that all programme assets in Sudan are sufficiently insured at all times through a reputable Insurance Company under the best terms and conditions. Follow up on any claims that may arise.
 10. Ensure that Mission Inventory List and Tracking System of all programme assets in IOM Sudan and its Sub-Offices and sets up/streamline procedures to manage and safeguard all programme assets/supplies in Sudan. Take care of disposal of assets according to IOM procedures.
 11. Perform any other duties as assigned by direct supervisors.

Required Qualifications and Experience

Education

- University Degree in Business Administration or;
- Higher Diploma in Procurement or an equivalent combination of training and experience.

Experience

- Minimum of (5) years relevant experience in a similar position, with specific focus on local/international procurement, clearing & forwarding, VAT, GoY laws and regulations, fleet management, insurance and inventory/stock/supplies management.

Skills

- Ability to pay close attention to details and work with minimal supervision.
- Excellent computer skills especially MS Office and SAP.
- Excellent communication and negotiation skills, strong interpersonal skills; Ability to work effectively and harmoniously within a team

Languages

- fluency in English & Arabic is required (oral and written).

Required Competencies

Values – all IOM staff members must abide by and demonstrate these 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.
- **Courage:** Demonstrates willingness to take a stand on issues of importance.
- **Empathy:** Shows compassion for others, makes people feel safe, respected, and fairly treated.

Core Competencies – behavioral 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 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.

Other:

- Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.
- IOM has zero tolerance with discrimination and does not discriminate to HIV/AIDS status.
- This position is open to **ONLY** Sudanese nationals.
- **Vacancy close at 23:59 local time Khartoum, Sudan on the respective closing date. No late applications will be accepted.**

How to apply:

Interested candidates are invited to submit their Resume via email: sudancareer@iom.int , by October 14, 2023, at the latest, referring to this advertisement.

Only shortlisted candidates will be contacted.

Posting period:

[From 08.10.2023 to 14.10.2023](#)

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.