



Position Title : **Senior Procurement & Logistics Assistant.**
Duty Station : **Port Sudan, Sudan.**
Classification : **G6.**
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 23 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 Supply Chain Officer and the direct supervision of the National Supply Chain Officer, 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 as a Team Leader of the Procurement and Logistics Unit in their performance of a variety of duties, s/he will:

Core Functions / Responsibilities:

1. Assist the Supply Chain officer on the strategic planning for the Mission's procurement and logistic needs, with special focus on common costs related to premises, fleet and other running costs.
2. Assist the team and the Project Managers with implementation and monitoring aspects related to procurement and logistical needs to support IOM's activities in Port Sudan as well in sub-offices.
3. Coordinate, organize and maintain systems/procedures for procurement, supply and transport, documentation, storage, and warehousing, etc., with special focus on common costs related to premises, fleet and other running costs.
4. Monitor fleet management and drivers' schedule, following up with fuel consumption rate for the vehicles of the Main Office in Port Sudan and all sub-offices. Submit weekly consumption reports to the Supply Chain Officer. Conduct and follow up on private use of the vehicles in the Port Sudan Office.
5. Monitor generator management in the main office and sub offices, Submit weekly consumption reports to the Supply Chain Officer.



6. 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.
7. Ensure proper procurement filing systems are in place.
8. 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.
9. Prepare, verify, and analyze Bids Analyses in conformity to specified requirements (PRF), conduct appraisals and confirm terms of agreement with selected suppliers with special focus on common related costs.
10. Prepares and maintain a proper vendor database, including blacklisted vendors, with special focus on common costs related vendors.
11. Be responsible for stockroom management and control supply stock and consumables to ensure there is no undue overstocking or loss.
12. Ensure that all logistics operations – with special focus on common costs related to premises, fleet and other running costs, are accurately documented and arranged for secure and systematic filing of all logistics related documents, contracts, etc.
13. Support the Supply Chain Officer on supervision of IOM premises, fleet and related needs, especially responsible for efficient common costs management and assist in supervision, management and active evaluation of related LTAs and contracts.
14. Implement contract tracking and administration system to ensure proper tracking and monitoring of contracts/agreements procured by the Mission. Draft contract agreements and ensure that proper coordination with the Legal Unit in Geneva is adhered to prior to any engagement with the contracting party.
15. Conduct the first review of vendor invoices to ensure compliance with order and goods received and Submit with supporting documentation Payment requests to mission finance to initiate in mission payments or Mission Payment Requests.
16. 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 four (4) 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

- Demonstrated ability to communicate clearly and effectively with clients.
- Excellent organization and analytical skills, attention to details, and ability to work with minimum supervision.
- Ability to work under pressure with minimum supervision.

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.

Managerial Competencies – behavioral 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 leadership and professional potential.
- **Empowering others**: Creates an enabling environment where staff can contribute their best and develop their potential.



- **Building Trust:** Promotes shared values and creates an atmosphere of trust and honesty.
- **Strategic thinking and vision:** Works strategically to realize the Organization's goals and communicates a clear strategic direction.
- **Humility:** Leads with humility and shows openness to acknowledging own shortcomings.

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.