



Position Title : **Procurement & Logistic Assistant**
Duty Station : **Khartoum, Sudan**
Classification : **G6**
Type of Appointment : **Special, nine months, with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **Feb 06,2022**
Reference Code : **SVN 02 2022**

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 Logistics and Procurement officer and the direct supervision of the National Procurement and Logistics 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 variety of duties, s/he will:

Core Functions / Responsibilities:

1. Assist the PRCT & LOG 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 Khartoum 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. Contribute to the preparation and implementation of permanent instructions for
5. procurement, warehouse operations and asset administration that are compliant with IOM's general instructions, policies and procedures.
6. Ensure proper procurement filing systems are in place.
7. Assist in providing response capacity to the operational demands of IOM Sudan.

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 Procurement and Logistic Officer on supervision of IOM premises, fleet and related needs, specially responsible for efficient common costs management and assist in supervision, management and active evaluation of related LTAs and contracts
14. Make sure to get a suitable delivery period which meets the projects implementation schedule and Mission best interests.
15. Ensure through established procedures, that all received goods are in accordance with the terms and specifications of the respective PO.
16. Ensure that the “Goods Received Notes” are placed when the service had been rendered or the goods had been received.
17. Conduct first review of vendor invoices to ensure compliance with order and goods received.
18. Submit with supporting documentation Payment requests to mission finance to initiate in mission payments or Mission Payment Requests.
19. Monitor fleet management and drivers’ schedule, following up with fuel consumption rate for the vehicles of the Khartoum Office and submit a weekly report to the Logistics / Procurement Officer.
20. Conduct and following up the private use of the vehicles in Khartoum Office and submit a weekly report to the Logistics / Procurement Officer.
21. Support the Logistic and Procurement Officer in identification of potential partner for LTAs with local/private companies concerning transport and delivery of goods from Khartoum to the field offices and liaise with Field Offices for implementation and monitoring.

22. Perform any other duties as assigned by direct supervisors

Required Qualifications and Experience

Education

- University Degree in Business Administration or a 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.

Languages

English and Arabic is Required.

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.

Core Competencies – behavioural indicators level 2

- **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.

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: sudanhrdept@iom.int, by February 06, 2022, at the latest, referring to this advertisement.

Only shortlisted candidates will be contacted.

Posting period:

[From 23.01.2022 to 06.02.2022](#)

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.