

VACANCY NOTICE



International Organization for Migration (IOM)
The UN Migration Agency

The International Organization for Migration is seeking qualified Turkish Nationals and non-Turkish nationals holding a valid residence permit for the following position based in Sanliurfa, Türkiye.

Vacancy Notice Number:	VN#TR/2023/36
Position Title:	Building Administration and Logistics Assistant
Duty Station:	Sanliurfa– Türkiye
Classification:	One Year Fixed Term (G5)- with possible extension
Deadline of Applications:	21 March 2023
Number of People to be hired	1
Eligibility:	Internal & External Candidates

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.

General Functions:

Under the overall direction of the Head of Sub Office and the direct supervision of Procurement and Logistics Officer (Logistics), the incumbent will be responsible for vehicles fleet management, assets inventory management and office premises maintenance.

Major Duties and Responsibilities:

1. Facilitate and arrange the request on repairs in the office and warehouse premises.
2. Contact supplier to deliver diesel and to settle invoice.
3. Monitor and track assets procured for various projects within the emergency portfolio as well as the office assets and consumables to verify there is no waste, fraud or misuse of equipment or materials and that surplus or excessive stocks of equipment are not being held.
4. Support IOM fleet management functions if required which include day to day allocation of vehicles, tracking of vehicles movements, vehicles log-books maintenance and provision of monthly fleet operations reports. Follow-up on regular and proper maintenance, repairs, fuel supply, appropriate accident reports and safe running conditions for all vehicles.
5. Manage rental of additional vehicles/trucks whenever required and ensure proper insurance coverage.
6. Responsible for purchasing office stationery, cleaning and hygiene supplies.
7. Provide all necessary documentation to vendors regarding value-added tax and customs exemption and ensure that the mission obtains duty free goods/ services whenever feasible.
8. Promote and facilitate effective use of the procurement and logistics processes, monitoring system and mechanisms to eliminate deficiencies in procurement and logistics.
9. Organize trainings for the operations/ programme staff on Logistics as needed.
10. Assist in planning and dealing with office and warehouse lease contracts and related services contracts (maintenance of security cameras, x-ray machine, UPS, fumigation, fire alarm). Prepare and maintain service provider's contract for monitoring of their contracts' terms.
11. Verify and regularly follow-up provider's warranties and after sales services offered.
12. Prepare documentation for timely reporting on building maintenance and related construction works. Maintain administrative and logistics files.
13. Schedule, and coordinate maintenance services of installations, systems and equipment throughout the buildings.

14. Prepare requisitions for purchase of equipment, material, spares, etc.; review and evaluate offers and coordinate with procurement unit.
15. Provide support services to meetings, workshops and training sessions.
16. Participate in preparation of cost estimates of budget and spending plan related to common services, and monthly/yearly consumption and expenditures general operating expenses.
17. Guide, supervise and coordinate work of cleaners in the office premises ensuring cleanliness and hygiene of all offices, bathrooms, common spaces and parking area.
18. Perform such other duties as may be assigned.

Required Qualifications:

Education:

- University degree in Business Administration, Management or a related field from accredited academic institution, with three years of relevant professional experience; or
- High School Certificate in above field with five years of relevant professional work experience.

Experience:

- Experience in management and in one or more of the procurement and logistics sectors, material control, transport and inventory, building management and construction;
- Experience in procurement process;
- Familiarity with budgeting and financial procedures;
- Excellent organizational skills with the ability to manage multiple tasks simultaneously under time constraints; accurate and detail oriented;
- Proficiency in MS office applications such as Word and Excel.

Languages:

- Fluency in **English** and **Turkish** is required.

Required Competencies

The incumbent is expected to demonstrate the following values and competencies:

Values

- **Inclusion and respect for diversity:**
Shows respect and sensitivity towards gender, culture, ethnicity, religion, sexual orientation, political conviction and other differences.
- **Integrity and transparency:**
Upholds and promotes the Standards of Conduct and Unified Staff Regulations and Rules.
 - Delivers on commitments; manages the organization's resources reliably and sustainably.
 - Embraces and encourages transparency, balancing this with the need for discretion and confidentiality as appropriate.
- **Professionalism:**
Demonstrates professional competence and mastery of subject matter and willingness to improve knowledge and skills.
 - Shows self-control and persistence when faced with difficult problems and remains calm in

stressful situations.

- Is conscientious and efficient in meeting commitments, observing deadlines and achieving results.

Core Competencies – behavioural indicators *level 1*

- **Teamwork:** Establishes strong relationships with colleagues and partners; relates well to people at all levels.
 - Is fully aware of the team purpose, respects and understands individual and collective responsibilities.
 - Willingly puts in extra effort without being asked and adopts a "hands-on" approach whenever necessary to achieve team objectives.
 - Coordinates own work with that of the team to meet agreed priorities and deadlines.
- **Delivering Results:**
 - Produces quality results and provides quality services to clients.
 - Meets goals and timelines for delivery of products or services.
 - Shows understanding of own role and responsibilities in relation to expected results.
- **Managing and sharing knowledge:**
 - Shares knowledge and learning willingly, and proactively seeks to learn from the experiences of others.
- **Accountability:**
 - Accepts personal responsibility for quality and timeliness of work.
 - Operates in compliance with organizational regulations and rules.
 - Accepts and gives constructive criticism; acknowledges and corrects mistakes and apply lessons learned for improvement.
- **Communication:**
 - Presents information using language and sequence of ideas that is easy for recipients to understand.

Other:

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

Please be advised that this is a local position and as such only applications from candidates with a valid residence / working permit residing in Türkiye will be considered.

How to Apply:

Interested candidates are requested to submit their application by completing the Candidate Profile, Application Form and uploading most recent CVs with a cover letter in English with contact details (name, position, phone and e-mail details) of three references by indicating name of the position applied with its VN number in the subject line of the e-mail to iomtrjobs@iom.int or to IOM Birlik Mahallesi Sehit Kurbanî Akboga Sok. No:24 06610, Çankaya, Ankara Türkiye by the end of **21 March 2023**.

Please note that only shortlisted candidates will be contacted.

