

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 Gaziantep, Türkiye.

Vacancy Notice Number:	SVN#TR/2023/38
Position Title:	Senior Logistics and Procurement Assistant
Classification:	6 months Special Short Term Graded Contract (G7)- with possible extension
Duty Station:	Gaziantep - Türkiye
Deadline of Applications:	21 March 2023
Number of Vacant Positions:	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 guidance of the Procurement Officer in Gaziantep, and the direct supervision of the National Procurement Officer, the incumbent will be responsible for organizing, administrating, tracking, and managing all aspects of procurement and logistics activities in accordance with IOM's regulations, rules and procedures, in particular the following tasks:

Major Duties and Responsibilities:

1. Assist in the planning, implementation, controlling and monitoring aspects related to procurement and logistical needs to support IOM's humanitarian activities at Ankara, including: create and maintain the LTAs pool, organize and maintain systems/procedures for procurement, supply and contracting of goods/works/services, storage and warehousing, documentation, equipment upgrading, insurance management, customs clearance/government paperwork's, and communicate externally with LEG, PSD, GPSU and CAS.
2. Liaise with the Senior Logistics / Procurement Officer regarding procurement requests and requirements, to consolidate overall procurement requirements and optimize purchasing power.
3. Responsible for all financial aspects relating to procurement and logistical needs within the office.
4. Assist in planning procurement actions and analysis of procurement requests.
5. Conduct regular vendors' checks and market surveys to ensure a full knowledge of the availability, quality and prices of different supplies and goods in the local market.
6. Ensure that the Purchase Requisition Forms submitted to Procurement Unit are perfectly completed; regarding needful signatures, WBS/s and the final authorization of the programme, SRMO, and CoM or his/her designated officer with accordance to IOM Turkey Purchase Authorization Threshold.
7. Prepare and disseminate RFPs, RFQs and ITBs and receive the proposals, quotations, and bids through the online tendering module
8. Assist the Logistics and Procurement Officer in the Identification and evaluation of vendors against performance, reliability, quality, value of money, delivery of equipment/service in respect of the organizations' best interests and donors' mandate. Assist in soliciting bids or quotations for

9. Taking under consideration while conducting a bidding process, the value of money, quality, compatibility, payment method, warranty, after selling services, and the company profile / reputation.
10. Ensure that all Purchase Requisitions (PRs) and Purchase Orders (POs) are posted into PRISM FI accurately and on a timely manner to ensure that all procurement requests are captured in the system and commitments for various requirements are properly captured.
11. Ensure with Finance Unit that appropriate funds are available for each purchase.
12. Liaise with the Senior Logistics / Procurement Officer to ensure payment terms are acceptable (if non-standard).
13. Make sure to get a suitable delivery period which meets the projects implementation schedule.
14. Follow-up on Purchase Orders status and keep customers abreast of estimated time of delivery or any changes that may affect or modify the pre-determined delivery conditions.
15. Monitor the vendors for the compliance to the contractual agreements.
16. Ensure through established procedures, that all received goods/works/services are in accordance with the terms and specifications of the respective PO/Contracts.
17. Create, update, maintain and upkeep the pool of the LTAs and its amendments of this mission.
18. Communicate with external IOM support units, i.e. LEG, PSD, GPSU, CAS, etc.
19. Coordinate and communicate with the logistics personnel of the other sub-offices within the mission for their logistics/procurement related matters and provide proper and timely advice and guidance.
20. Responsible for the dispatch and receipt of the consignments and cargo shipments, in particular the household goods and personal effects shipments.
21. Conduct first review of vendor invoices to ensure compliance with PO/Contract and goods/services received.
22. Ensure that the newly procured assets are registered in PRISM and assigned respective Assets Master Numbers.
23. Ensure that the “Assets Assignment Forms – AAF” are made when issuing assets to staff for IOM usage and “Assets Handover Forms – AHF” when receiving back to stock.
24. Ensure appropriate records regarding assets disposal procedure; Coordinate with the Senior Logistics and Procurement Officer to ensure assets are located accordingly and used in IOM’s best interest.
25. Ensure that all IOM assets in the mission (furniture, equipment, etc.) are sufficiently insured at all times through a reputable Insurance Company under the best terms and conditions, including the liability insurance and cash in safe policies.
26. Prepare property lease contracts and rental agreements and its amendments.
27. On a routine basis assist in identifying procurement and logistics challenges and bottlenecks and suggest solutions and recommendations to the Senior Logistics / Procurement Officer.
28. Regular updating for Local Vendors database.
29. Conducting outdoor activities when necessary for checking prices, collecting offers, procuring with cash, handing over the commodities to the beneficiaries, etc.
30. Archiving system update and management with proper labels. Ensure that all procurement files are accurately documented and arranged for secure and systematic filing of all logistics related documents, contracts, etc.
31. All database systems update and management.
32. When required, drive IOM vehicle for official/authorized business either for transporting IOM staff members and/or due to other type of service (visiting the market, government entities, airport, customs, vehicles service and registration, etc) as per the authorized routing following the UNDSS/OSS rules and regulations, and as advised by the Senior Logistics Officer.”
33. Undertake any other duties within the incumbent’s capabilities that might be assigned by the Senior Logistics / Procurement Officer in Ankara.

Required Qualifications:

Education:

- Completed University degree from an accredited academic institution with five years of relevant professional experience;
- Completed High school degree from an accredited academic institution, with seven years of relevant professional experience.

Experience:

- 5 years of professional experience in logistics/procurement/supply chain.
- High level of computer literacy (MS Office Word, Excel and Outlook) in particular experience in computerized accounting systems including SAP application.

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.
 - Encourages the inclusion of all team members and stakeholders while demonstrating the ability to work constructively with people with different backgrounds and orientations.
 - Promotes the benefits of diversity; values diverse points of view and demonstrate this in daily work and decision making.
 - Challenges prejudice, biases and intolerance in the workplace.
- **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.
 - Maintains impartiality and takes prompt action in cases of unprofessional or unethical behaviour.
 - Does not abuse one's position and acts without consideration of personal gain. Is motivated by professional rather than personal concerns.
- **Professionalism:**
Demonstrates professional competence and mastery of subject matter and willingness to improve knowledge and skills.
 - Seeks to raise professional standards in self and others through daily work and activities.
 - Adapts quickly to change and is decisive and versatile in face of uncertainty.
 - 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 2*

- **Teamwork:**
 - Fosters a sense of team spirit by developing a shared understanding, accountability and enthusiasm for the team's work.
 - Displays a high level of cultural awareness, sensitivity to different ways of working and leverages individual strengths in order to build a better team.
 - Shares credit for team accomplishments and ensures that the contribution of others is recognized.
 - Helps create a positive team spirit, putting aside personal considerations to help the team achieve its goals.
- **Delivering results:**
 - Produces high-quality results and workable solutions that meet clients' needs.
 - Anticipates constraints, identifies solutions and takes responsibility for addressing critical situations.
 - Monitors own and others' work in a systematic and effective way, ensuring required resources and outputs.
 - Aligns projects with Organization's mission and objectives and demonstrates a good understanding of the impact of team's and own work on external and internal counterparts.
- **Managing and sharing knowledge:**
 - Disseminates and shares knowledge openly and actively contributes to knowledge/network communities for topics relevant to area of expertise.
 - Encourages knowledge-sharing across units/departments and ensures that knowledge is captured, recorded and disseminated appropriately.
 - Builds networks for the effective communication and exchange of knowledge and ideas and puts others into contact with various sources of knowledge.
 - Contributes to an environment that is conducive to innovation and learning.
- **Accountability:**
 - Proactively seeks responsibility in delivering towards the goals of the Organization.
 - Plans and organizes work with a clear and deliberate focus, ensuring commitments are easily identified and progress is widely communicated.
 - Stands by the actions of team or department, publicly accepting ownership.
 - Takes responsibility of own shortcomings and those of the work unit, where applicable
- **Communication:**
 - Speaks and writes clearly and effectively.
 - Seeks to share information with others, with due respect for diversity and the confidentiality of specific sensitive information.
 - Listens and seeks to understand without bias, and responds appropriately.
 - Shares information and keeps others up to date; actively seeks others' views and ideas and respects their contribution.

Managerial Competencies¹ – behavioural indicators *level 2*

- **Leadership:**
 - Assigns responsibilities fairly and manages performance, taking account of individual strengths, workloads and interests.

¹ As applicable.

- Is inclusive in decision-making and actively seeks feedback from team members and colleagues in order to identify opportunities for improvement.
- Takes sound and timely managerial decisions that are consistent with the Organization's vision and purpose.
- Establishes and maintains relationships with a broad range of stakeholders to understand needs and gain support.
- Empowering others and building trust:
 - Delegates appropriately to make the most of others' talents, clarifying expectations and allowing autonomy in important areas while providing necessary support.
 - Encourages others to take responsibility for their performance; promotes ownership, responsibility and accountability for desired results at all levels.
 - Creates an atmosphere of trust and confidence in which others can talk and act without fear of repercussion.
 - Gives proper credit to others, shows appreciation and rewards achievement and effort.
- Strategic thinking and vision:
 - Aligns own actions to the Organization's vision, values and mandate.
 - Translates strategic direction into short and medium-term plans and objectives for own team; revises objectives to reflect changes in organizational goals.
 - Identifies key issues/priorities in complex situations and how they may be related to one another.
 - Clearly communicates links between the Organization's strategy and the work unit's goals.

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 female candidates are highly encouraged and 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 including the most recent CV 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 Kurbanı Akboga Sokak No:24 Cankaya, Ankara by the end of **21 March 2023**.

Please note that only shortlisted candidates will be contacted.