

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 Edirne, Turkey.

Vacancy Notice Number:	CFA#TR/2022/128
Position Title:	Procurement and Logistics Clerk
Duty Station:	Edirne - Turkey
Classification:	6 months Special Short Term Ungraded Contract
Deadline of Applications:	01 June 2022
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 guidance of the Senior Logistics / Procurement Officer in Ankara with close coordination with the Senior Project Assistant in Edirne and the Emergency Coordinator in Ankara and under the direct supervision of the National Logistics / Procurement Officer in Ankara, the incumbent will be responsible for the following tasks:

Major Duties and Responsibilities:

1. Assist in the implementation and monitoring aspects related to procurement and logistical needs to support IOM's humanitarian activities including; organize and maintain systems/procedures for procurement, supply and contracting of goods/works/services, storage and warehousing, documentation, and equipment up-grading.
2. Maintain close contacts with the National Logistics and Procurement Officer regarding procurement requests and requirements and consolidate them.
3. Verify the Purchase Requisition Forms submitted to Procurement Unit for completeness regarding needful signatures, WBS/s and the final authorization of the programme and CoM or his designated officer.
4. Assist in collecting quotations, preparing bids analysis, processing Purchase Requisitions and Purchase Orders.
5. Identify vendors and participate in evaluation of them against performance, reliability, quality, price, delivery in respect of organizations' best interests and donor mandates. 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.
6. Post all Purchase Requisitions (PRs) into the mission Portal accurately and timely.
7. Ensure a suitable delivery period which meets the projects implementation schedule.
8. 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.
9. Ensure through established procedures, that all received goods/works/services are in accordance with the terms and specifications of the respective PO/Contracts.

10. Ensure all the newly procured assets are assigned to the staff members with Assets Assignment Forms in respective to the Assets Master Numbers.
11. Ensure that the “Goods Receipt Notes” are acknowledged by the Requisitioner when the services/works are rendered and/or the goods are received.
12. Support with submitting documentation Payment Requests to the Finance Unit to execute in-Mission Payments. Follow up with the Finance Unit to ensure that suppliers’ accounts are settled on time.
13. Receipt of the consignments and cargo shipments addressed to Edirne sub-office.
14. Follow-up on the kitchen needs, office needs, supplies, and stationery in Edirne sub-office and replenish when needed. Ensure there is no undue overstocking or loss.
15. Conduct outdoor activities when necessary for checking prices, collecting bids, procuring with cash, handing over the commodities to the beneficiaries, etc.
16. Undertake any other duties within the incumbent’s capabilities that might be assigned.

Required Qualifications:

Education:

- Bachelor’s degree in business administration, Logistics, supply chain management, or any other related fields with at least one year of relevant professional experience, or;
- High school degree with at least three years of relevant professional experience.

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 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.
 - Manages time and resources efficiently, monitoring progress and making adjustments as necessary.
 - Shows understanding of own role and responsibilities in relation to expected results.
- Managing and sharing knowledge:
 - Keeps abreast of new developments in own field of competence and creates opportunities for knowledge management initiatives.
 - Shares knowledge and learning willingly, and proactively seeks to learn from the experiences of others.
 - Puts new learning into practice and draws on diverse sources of ideas and inspiration.
 - Contributes to the identification of improvements to work processes and assists in implementing them.
- Accountability:
 - Accepts personal responsibility for quality and timeliness of work.
 - Takes ownership of all responsibilities within own role and honours commitments to others and to the Organization.
 - 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.
 - Adapts communication to the recipient's needs, asks questions to clarify, and exhibits interest in having two-way communication.
 - Encourages others to share their views, using active listening to demonstrate openness and to build understanding of different perspectives.
 - Listens carefully and genuinely to the views and positions of others; acts on received information.

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 Turkey 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 Sok. No:24 06610, Çankaya, Ankara Turkey by the end of **01 June 2022**.

Please note that only shortlisted candidates will be contacted.