

VACANCY NOTICE



International Organization for Migration (IOM)
The UN Migration Agency

The International Organization for Migration is seeking qualified candidates holding **Turkish citizenship** for the following position based in Gaziantep, Türkiye.

Vacancy Notice Number:	SVN#TR/2024/54
Position Title:	Senior Procurement and Logistics Associate
Duty Station:	Gaziantep – Türkiye
Classification:	4 months Special Short Term Graded Contract (G6)- with possible extension
Eligibility:	Turkish Nationals
Deadline of Applications:	27 May 2024
Number of People to be hired	1
Category:	Internal

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.

At IOM, we welcome applications from qualified professionals, irrespective of their race, religion, skin color, nationality, age, disability status, ancestry, sex, sexual orientation, gender identity or expression, marital status, family structure, mental health status, or any other characteristic.

Our policies encourage a workplace free from discrimination and any form of harassment. Qualified women are particularly encouraged to apply for this position. Read more about diversity and inclusion at IOM at www.iom.int/diversity

General Functions:

Under the direct supervision of National Procurement and Logistics Officer, the incumbent will be responsible. and accountable for performing a wide range of procurement/logistics functions in line with IOM policies, standards and commitments.

Major Duties and Responsibilities:

1. Support with planning, coordinating, implementing, and monitoring the procurement and logistical processes in relation to implementation of various projects.
2. Conduct landscape survey of the local market for goods or services requested by programmes as well as for potential implementing partners, office and warehouse spaces, and any other need,
3. Assist in coordinating procurement processes including the preparation and dissemination of tender documents or Request for Quotations (RFQs) in close coordination with Programs for product specifications or terms of reference for services, determining eligibility criteria, conducting pre-bid meetings with interested entities and liaise with Quality Control unit for product quality tests and compliance with specifications.
4. Facilitate the tender processes by organizing bid openings, acting as secretariat of Bids Evaluation and Awards Committee (BEAC) for public tenders, and conduct due diligence review and background profile checks of companies and participating entities,
5. Prepare and/or review Minutes of BEAC meetings and resolutions, Bids Analysis Summary, and secure approval from Global Procurement Support Unit (GPSU) as needed, in full compliance with IOM rules and regulations.

6. Review procurement documents to determine adequacy of documentation, proper recording and accuracy of recorded transactions, noting any deviations or errors.
7. Draft contracts and agreements, as required, verifying terms and conditions arising from the procurement process are properly reflected, and liaise with Legal Department (LEG) for review and endorsement..
8. Ensure contractual obligations are recorded in Prism system via Purchase Order (PO) creation or Purchase Requisition; periodically review the accuracy of commitments in Prism and determine action to address discrepancies as identified.
9. Maintain all supporting documentation and requisite authorizations in accordance with IOM rules and regulations throughout the procurement process, including Purchase Requisition Forms (PRFs), Bids Analysis Summary and Purchase Orders.
10. Coordinate and conduct site visits to monitor ongoing works and to confirm works completed, compile documents from programme and contractor necessary to effect payments.
11. Verify that the procurements made in the field are all properly documented and are in accordance with any contracting arrangements in place; vouchers for payments and other supportive documents should be filled and shared.
12. Verify goods or services received. ensuring compliance with ordered specifications and quality, including visits to program activity sites for verifications and quality control of ordered/delivered goods and services.
13. Perform such other duties as may be assigned.

Required Qualifications:

Education:

- University degree in Business Administration, Management, Logistics, or a related field from an accredited academic institution, with four years of relevant professional experience; or
- Completed High school degree from an accredited academic institution, with six years of relevant professional experience.

Experience:

- Experience in procurement and logistics to timely source goods and services;
- Proficiency in MS office applications such as Word, Excel and Powerpoint;
- Effectively works with vendors and service providers to secure cost-effective quality solutions;
- Experience in international operations in a post conflict environment is desirable.
- Proficiency in overseeing tender processes, bid evaluations, and contract management.
- Experience in analyzing market trends and supplier capabilities to support project requirements.
- Strong attention to detail in reviewing procurement documents for accuracy and compliance with organizational regulations.
- Experience in verifying goods or services received and conducting quality control checks at program activity sites.
- Excellent communication skills for liaising with internal and external stakeholders throughout the procurement process.

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 demonstrates 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 behavior.
 - 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 – behavioral 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 – behavioral indicators *level 2*

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

¹ As applicable.

- 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.

This is a local position and applications from candidates for non-Turkish citizens holding a valid residence permit residing in Türkiye might 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 Türkiye by the end of **27 May 2024**.

Please note that only shortlisted candidates will be contacted.