

## 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 Hatay, Türkiye.

Vacancy Notice Number:	<b>SVN#TR/2024/55</b>
Position Title:	<b>Warehouse Assistant/Forklift Operator</b>
Duty Station:	Hatay – Türkiye
Classification:	4 months Special Short Term Graded Contract (G4)- with possible extension
Eligibility:	Turkish Nationals
Deadline of Applications:	<b>27 May 2024</b>
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](http://www.iom.int/diversity)

### **General Functions:**

*Under the overall direct supervision of the National Procurement and Logistics Officer, the incumbent will be responsible for warehouse storekeeping and assisting with forklift loading and offloading of trucks in the warehouse in line with IOM policies, standards and commitments.*

### **Major Duties and Responsibilities:**

1. Fulfill the physical task of loading and unloading of trucks of NFIs on time, smoothly and efficiently and to ensure the work safety measures are applied.
2. Ensure cleanliness and regular maintenance of the warehouse forklift, engine oil and other fluids levels, diesel refilling and consumption and regularly updating forklift logbook.
3. Organize and provide guidance to additional hourly contract workers when needed in close coordination with the National Warehouse Manager.
4. Report related supply and equipment needs in timely manner.
5. Keep written track of every transaction on the stamped warehouse register as per IOM template.
6. Accept waybills and invoices for the products received and prepare IOM waybills for the goods shipped.
7. Count and conduct basic quality control check on arrival and departure of NFIs.
8. Keep track of inventory list in coordination with logistic and procurement assistant.
9. Organize items and arrange optimum space in the warehouse daily and report to the Logistics and Administrative Assistant and Head of Field Office in Hatay. Manage warehouse storage space efficiently and safely.
10. Determine damaged products and inform the Logistics and Administrative Assistant.
11. Carefully use a forklift for just warehousing works and height repairs. Responsible for taking required measures against accidents.

12. Execute of daily security procedures.
13. Provide timely reporting of any security risks.
14. Abide with UNDSS rules and procedures.
15. Perform other related duties as may be assigned.

### **Required Qualifications:**

#### **Education:**

- Bachelor's degree from an accredited academic institution with two year of relevant professional experience or
- Completed High school diploma from an accredited academic institution with four years of relevant experience.

#### **Experience:**

- Proven experience in WH operations.
- Experience in NFI, shelter and livelihoods project support;
- Basic knowledge of Forklift/vehicle mechanics & maintenance.

#### **Languages:**

- Fluency in **English and Turkish** is required.
- Working knowledge of **Arabic** is advantageous.

### **Required Competencies**

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

#### **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 – behavioral indicators *level 1***

- **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.

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](mailto: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.