

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:	SVN#TR/2024/57
Position Title:	Procurement and Logistics Associate
Duty Station:	Hatay – Türkiye
Classification:	4 months Special Short Term Graded Contract (G5)- 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 overall guidance of the National Procurement and Logistics Officer in the ESEM Region the incumbent will be responsible for the following tasks:

Major Duties and Responsibilities:

1. Liaise with the National Logistics / Procurement Officer in ESEM regarding procurement requests and requirements, to consolidate overall procurement requirements and optimize purchasing power. Assist in the implementation and monitoring aspects related to procurement and logistical needs to support IOM's humanitarian activities including carrying out tasks related to procurement, supply and contracting of goods/works/services, fleet management, asset management, documentation, and equipment up-grading.
2. 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/her designated officer.
3. Post all Purchase Requisitions (PRs) and Purchase Orders (POs) into IOM Turkey Portal and PRISM FI accurately and timely; properly capture all procurement requests and commitments in the system. 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. Ensure through established procedures, that all received goods/works/services are in accordance with the terms and specifications of the respective PO/Contracts. Monitor the vendors for the compliance to the Purchase Orders.
4. Collect respective quotations/proposals/bids through publishing tenders and inviting companies for bidding process from IOM Turkey Portal module, following the procurement procedures, creating BAS and finalizing with Purchase Orders.
5. Ensure that Purchase Orders are captured and committed in timely manner in PRISM FI for ESEM.

6. Ensure that the “Goods Receipt Notes” are acknowledged by the Requisitioner when the services/works are rendered and/or the goods are received. Following invoices for received goods/services.
7. Submit with supporting 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.
8. 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.
9. Register all the newly procured assets in PRISM and assign respective Assets Master Numbers. Assist with the annual physical stock count of IOM assets in all offices. Keep the assets inventory records instantly updated of all IOM assets.
10. Carry out printing product requests of all the projects and operations in timely manner within the implementation schedule.
11. Arrange for events such as; meetings, workshops, trainings, etc, at the hotels when applicable. Conducting outdoor activities when necessary for checking prices, collecting bids, shopping with cash, handing over the commodities to the beneficiaries, etc.
12. Arrange for printing and translation services related to the hotel events.
13. Perform onsite maintenance when required, including electrical network and light fixtures, water and sewage system, furniture, wall painting, carpentry, garden and A/C system.
14. Coordinate and monitor the work of external contractors when conducting office related maintenance works.
15. Conduct regular inspection of office premises and ensure functionality of the entire office and its equipment.
16. 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.
17. 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/SSU rules and regulations, and as advised by the Senior Logistics Officer. When required, manage IOM GZT office pool vehicles.
18. Perform other duties as may be assigned.

Required Qualifications:

Education:

- Degree in business administration, Logistics, supply chain management, or any other related fields with three years of relevant experience or
- High School certificate with five years of relevant experience.

Experience:

- Indicate position specific experience, for example:
- Experience in IOM administrative and financial management, budget monitoring, cash management and internal control procedures;
- Experience in the usage of office software packages (MS Word, Excel, etc.) and knowledge of spreadsheet and data analysis; and,
- Experience supervising the development and implementation of administrative control procedures.
- Proficiency in managing procurement processes, including verifying PRs and tracking POs.
- Capacity to coordinate with vendors, contractors, and internal teams effectively.
- Understanding of financial processes related to procurement and asset management principles.

- Practical knowledge of onsite maintenance tasks and coordinating external contractors.
- Proficiency in administrative tasks such as documentation management and task prioritization.

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:**
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 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.