



IOM International Organization for Migration

SPECIAL VACANCY NOTICE

Open to Internal and External Candidates

Position Title : **Senior Procurement and Logistics Assistant**
Vacancy Number : **SVN/IOM/043/2017**
Duty Station : **Mogadishu, Somalia**
Classification : **General Service Staff, Grade G7 (Third Party Contractor)**
Type of Appointment : **Short term, six (6) months with possibility of extension**
Organizational Unit : **Somalia Stabilization Initiatives**
Direct Supervision : **Deputy Chief of Party**
Estimated Start Date : **As soon as possible**
Closing Date : **25th June 2017**

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.

Context:

The SSI program in Somalia is primarily a community-based, small grants initiative implemented in close coordination with the donor, with communities in priority areas, and with all levels of Government, particularly newly formed District Administrations and regional state institutions. The overall objective of the program is to support the political transition of Somalia towards a functioning and stabilized Federal State through activities that promote good governance, consolidation of the federal structure, and a receptive environment to respond to emerging political contingencies.

Under the technical guidance of the Procurement & Logistics Officer of IOM Somalia/SSI in Nairobi, and under the direct supervision of Deputy Chief of Party based in Mogadishu, the Senior Procurement & Logistics Assistant in Mogadishu will be responsible for organizing, administrating, tracking and managing all aspect of procurement and logistics activities funded by the Office of Transition Initiatives (OTI) in South West and Juba Land Regional Administration in Somalia in Phase 1 and in Galmudug Regional Administration in the second phase, in accordance with IOM's regulations, rules and procedures.

The Senior Procurement and Logistics Assistant will be expected to play an active and constructive role in providing procurement and logistics coordination to the program management in Mogadishu, and to liaise with their functional supervisors in Nairobi.

Core Functions / Responsibilities:

The Senior Procurement and Logistics Officer responsibilities will include, but are not limited to, the following:

1. In coordination with Supervisor, Field Coordination and Grants Units in Nairobi, support the SSI procurement and contracting processes in Mogadishu to facilitate the smooth and efficient implementation of programme grants;
2. Lead the implementation and monitoring aspects related to procurement and logistical needs to support SSI Program's activities in the field and sub-offices.
3. On a routine basis assist in identifying procurement & logistics challenges and issues, and provide solutions, suggestions, and recommendations especially for those grant projects to be implemented in new and remote areas;
4. Monitor and track all procurements of goods and services made in the field for grants and offices.
5. Supervise the logistics and procurement team in the field in all the sub-offices in Somalia on a daily basis.
6. Contribute, with the rest of the team, to grants' budgets to insure they do have realistic estimates and necessary components and specifications;
7. Conduct regular vendors' checks and market surveys to ensure a full knowledge of the availability and price of different supplies and goods in the local market;
8. Contribute to the suppliers' data base and catalogues/price lists of the recurring supplies and goods in close liaison with all program and technical units;
9. Maintain an inventory and track SSI project assets and equipment in all the field sub-offices in coordination with assets Focal Point in Nairobi.
10. Perform capacity building of vendors, operations/program staff on Procurement to keep abreast of IOM/SSI procurement process and procedures to be followed and policies to be applied;
11. Where so requested, participate in Tenders and Evaluation committees, conduct tenders opening taking place in Mogadishu , and do analysis of bids received in response to each Tender insuring all necessary documentation and processes are followed and that it is consistent with IOM's regulations, rules and procedures
12. Ensure the maintenance of all supporting documentations and requisite authorizations in accordance with IOM rules and regulations throughout the procurement processes, including Purchase Requisition Forms (PRFs), Delivery Receipts, Deed of Donations and Way Bills;
13. Review the preparation of Purchase Requisitions Forms (PRFs) related to operational and office needs, as required, and on a timely basis and captured in the system;
14. Manage fleet and supervise drivers for the rented vehicles ensuring efficient utilizations;
15. Track monthly fuel consumption and vehicle repair and submit monthly report to IOM Nairobi Office;
16. Perform any other duties as may be assigned.

Required Qualifications and Experience

Education

1. University Degree in Business Administration, or a Higher Diploma in Procurement or an equivalent combination of training and experience;
2. Thorough understanding of USAID Procurement and Logistics policies, rules and regulations;
3. Knowledge of MS Project and common software applications such as Word, Excel, PowerPoint and Access.

Experience

1. Minimum five (5) years relevant experience in a similar position (or seven years for candidates with secondary school education), with specific focus on local/international procurement, clearing & forwarding, VAT, laws and regulations, insurance and inventory/stock/supplies and management;
2. Demonstrated ability to maintain integrity in performing responsibilities assigned;
3. Previous experience with UN and International Agencies, or NGO's an advantage;
4. Delivers on set objectives in hardship situations;
5. Effectively coordinates actions with other implementing partners;
6. Works effectively with local authorities, stakeholders, beneficiaries, and the broader community to advance country or regional objectives.

Languages

Fluency in **English** and **Somali** is required.

Required Competencies

Behavioural

- Accountability – takes responsibility for action and manages constructive criticisms
- Client Orientation – works effectively well with client and stakeholders
- Continuous Learning – promotes continuous learning for self and others
- Communication – listens and communicates clearly, adapting delivery to the audience
- Creativity and Initiative – actively seeks new ways of improving programmes or services
- Leadership and Negotiation – develops effective partnerships with internal and external stakeholders;
- Performance Management – identify ways and implement actions to improve performance of self and others.
- Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility;
- Professionalism - displays mastery of subject matter
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation.
- Technological Awareness - displays awareness of relevant technological solutions;
- Resource Mobilization - works with internal and external stakeholders to meet resource needs of IOM.

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 and verification of residency, visa and authorizations by the concerned Government, where applicable.

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.

How to apply:

Interested candidates should submit CV and a cover letter indicating the **Vacancy Notice Number (SVN No)** with three professional referees and their contacts (both email and telephone) to: recruitmentsomalia@iom.int

Closing Date: 25th June 2017

Only shortlisted candidates will be contacted.

Women are encouraged to apply.

Posting period: From 12.06.2017 to 25.06.2017