



IOM International Organization for Migration
سازمان بین المللی مهاجرت
د مهاجرت نړیوال سازمان

VACANCY NOTICE

OPEN TO INTERNAL & EXTERNAL CANDIDATES

Title: Procurement Assistant
Location: Kabul
Duration: 6 Months
Vacancy No: VN-KBL-006/17
Grade: G4/1
No. Position: 1
Gender: Male/Female (Female candidates are highly encouraged to apply)
Date: 28 February 2017
Closing Date: 18 March 2017

Background:

Under the guidance and direct supervision of the Logistics/Procurement Officer and the overall supervision of the Senior Resources Management Officer, the incumbent will be responsible for organizing procurement activities including obtaining quotations, tendering, purchase and delivery of office supplies and materials and equipment and providing procurement and administrative support to the mission.

III. RESPONSIBILITIES AND ACCOUNTABILITIES:

1. Receive and review/clarify requests, specifications and confirm WBS elements and other needed information from requestors, particularly from programme managers in the mission.
2. If necessary, assist project staff in preparation of unambiguous specifications for purchase of goods, prior submission of requisition.
3. Verify all project related purchases are reviewed and approved in line to the purchase authorization matrix.
4. Identify potential vendors and ascertain conditions of purchase and quotations.
5. Obtain quotations, prepare evaluation and recommendation, issue Purchase Order (PO) and monitor delivery of goods/services in accordance to IOM procurement guidelines and in coordination with Logistics/Procurement Officer.
6. Coordinate with the Finance unit to ensure that prior to the final order of goods/services, WBS elements and account code line item are determined.
7. Monitor the delivery of ordered goods/services and ensure through established procedures that all received goods/services are in accordance with the terms and specifications of the PO. Follow up with vendors to ensure timely delivery of purchased goods/services.

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8. Maintain records of all transaction, including copies of quotations, invoices, receipts and request for payment.
9. Prepare payment documentation and liaise closely with the finance section concerning payment of procured and delivered goods/services.
10. Ensure all purchases are done through PRISM (SAP) system, strictly adhere to proper IOM procedures.
11. Provide Procurement assistance, liaise and coordinate closely with other Procurement Assistants at the office on procurement matters.
12. Prepare weekly progress report for related procurement activities.
13. At the request of the Line Manager or CoM, participate in staff development and training processes
14. Act with integrity and professionalism and in accordance with IOM's Code of Conduct, at all times.
15. Perform such other related duties as may be assigned.

IV. COMPETENCIES:

The incumbent is expected to demonstrate the following technical and behavioral competencies.

Behavioral:

Accountability:

- Accepts and gives constructive criticism
- Follows all relevant procedures, processes, and policies
- Meets deadline, cost, and quality requirements for outputs
- Monitors own work to correct errors
- Takes responsibility for meeting commitments and for any shortcomings

Client Orientation

- Identifies the immediate and peripheral clients of own work
- Establishes and maintains effective working relationships with clients
- Identifies and monitors changes in the needs of clients, including donors, governments, and project beneficiaries
- Keeps clients informed of developments and setbacks

Continuous Learning

- Contributes to colleagues' learning
- Demonstrates interest in improving relevant skills
- Demonstrates interest in acquiring skills relevant to other functional areas
- Keeps abreast of developments in own professional area

Communication

- Actively shares relevant information

- Clearly communicates, and listens to feedback on, changing priorities and procedures
- Writes clearly and effectively, adapting wording and style to the intended audience
- Listens effectively and communicates clearly, adapting delivery to the audience

Creativity and Initiative

- Actively seeks new ways of improving programmes or services
- Expands responsibilities while maintaining existing ones
- Persuades others to consider new ideas
- Proactively develops new ways to resolve problems

Leadership and Negotiation

- Convinces others to share resources
- Actively identifies opportunities for and promotes organizational change
- Presents goals as shared interests
- Articulates vision to motivate colleagues and follows through with commitments

Performance Management

- Provides constructive feedback to colleagues
- Identifies ways for their staff to develop their abilities and careers
- Provides fair, accurate, timely, and constructive staff evaluations
- Uses staff evaluations appropriately in recruitment and other relevant HR procedures
- Holds directly reporting managers accountable for providing fair, accurate, timely, and constructive staff evaluations

Planning and Organizing

- Sets clear and achievable goals consistent with agreed priorities for self and others
- Identifies priority activities and assignments for self and others* Organizes and documents work to allow for planned and unplanned handovers
- Organizes and documents work to allow for planned and unplanned handovers
- Identifies risks and makes contingency plans
- Adjusts priorities and plans to achieve goals
- Allocates appropriate times and resources for own work and that of team members

Professionalism

- Masters subject matter related to responsibilities
- Identifies issues, opportunities, and risks central to responsibilities
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation
- Persistent, calm, and polite in the face of challenges and stress
- Treats all colleagues with respect and dignity
- Works effectively with people from different cultures by adapting to relevant cultural contexts
- Knowledgeable about and promotes IOM core mandate and migration Solutions

Teamwork

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- Actively contributes to an effective, collegial, and agreeable team environment
- Contributes to, and follows team objectives
- Gives credit where credit is due
- Seeks input and feedback from others
- Delegates tasks and responsibilities as appropriate
- Actively supports and implements final group decisions
- Takes joint responsibility for team's work

Technological Awareness

- Learns about developments in available technology
- Proactively identifies and advocates for cost-efficient technology solutions
- Understands applicability and limitation of technology and seeks to apply it to appropriate work

Resources Mobilization

- Establishes realistic resource requirements to meet IOM needs

V. EDUCATION AND EXPERIENCE:

- University degree in the relevant field of expertise (Business Administration, Logistics, Management) or alternatively a combination of related education and experience in this field.
- Minimum two years of experience in administration, logistics and procurement, preferably have experience in procurement/logistics at IOM.
- Experience in SAP application, in particular Procurement - Material Management module.

VI. LANGUAGES	
Required	
Fluent English	Fluent Dari
Advantageous	
Pashto	

Method of Application:

Interested applicants are invited to send curriculum vitae by e-mail to the IOM Kabul Administration, applications4@iom.int, and vmaslarov@iom.int by 18 March 2017 latest, referring to this advertisement quoting the above vacancy notice number. Candidates holding IOM contract should submit the internal application form.

Note: Sending curriculum vitae to both of email addresses are mandatory, applicants who failed to do so will not be considered. We do not accept hard copies.