



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

**VACANCY NOTICE**  
**OPEN TO INTERNAL & EXTERNAL CANDIDATES**

**Title:** Warehouse Inventory Assistant  
**Location:** Kabul  
**Duration:** 6 months  
**Vacancy No** SVN-KBL-012/17  
**Grade:** G3/1  
**No. Position:** 1  
**Gender:** Male/Female (Female candidates are highly encouraged to apply)  
**Date:** 12 March 2017  
**Closing Date** 25 March 2017

**Background:**

Under the direct supervision of the Logistic and Asset Management Assistant and overall supervision of the Head of Logistics and Procurement, the Warehouse Inventory assistant will support the mission in implementation of warehousing management activities. In particular, he/she will support the Logistics Assistant in implementation of warehousing and inventory management, covering the warehouses in Kabul and Field Offices.

**Duties and Responsibilities:**

1. Assist the Logistics Assistant to carry out warehousing transactions in line to IOM Warehouse Management Policy.
2. Assist the Logistics Assistant for day to day operations of Kabul warehouse.
3. Coordinate with the relevant IOM departments and offices in receiving, storing, packing, kitting, labelling and dispatch of goods from/to the warehouse.
4. Assist the Logistics Assistant to organize efficient and safe storing of goods at the warehouse, according available space and requirements.
5. Store properly all goods and register them timely into the warehouse inventory data base.
6. Maintain records of all warehouse transactions, ensuring that an efficient filing system is in place for records of all documents.
7. Travel to field offices to support check of warehouse inventory and assist relevant staff in compliance to mission Warehouse Management Policy.
8. Support HAP in arranging DRR-CBDRM tools, equipment and stationary for community training and other DRR component that requires these tools to be stored and mobilized to the regional/provincial offices.
9. At the request of the Supervisor, participate in staff development and training processes.
10. Perform other duties as may be assigned.

**IV. COMPETENCIES**

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

## **Behavioural**

### **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
- 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**

- 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

#### **Resource Mobilization**

- Establishes realistic resource requirements to meet IOM needs

#### **Technical**

- Efficiently applies general finance knowledge,
- Delivers programme tailored results in area of finance
- Anticipates and understands internal and external issues and opportunities that may impact the financial landscape of HAP
- Adapts best Finance practices to the requirements of HAP.

#### **V. EDUCATION AND EXPERIENCE**

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#### **IOM Kabul**

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1. High school diploma and five years of relevant experience or Bachelor's Degree in Business Administration, International Studies or related field with three year of relevant experience.
2. Experience working with UN agency, NGO or international organization (Essential)
3. Experience in working in the field
4. Experience of liaising with related Government ministries (DoRR, ANDMA) (Desirable)

VI. LANGUAGES	
Required	
English Pashto Dari	Fluent
Advantageous	
OTHER LOCALLY SPOKEN LANGUAGES IN AFGHANISTAN	

**Method of Application:**

Interested applicants are invited to send curriculum vitae by e-mail to the IOM Kabul Administration, [applications4@iom.int](mailto:applications4@iom.int) by 25 March 2017 latest, referring to this advertisement quoting the above vacancy notice number. Candidates holding IOM contract should submit the internal application form.

Note: We do not accept hard copies.