

Position Title : **Procurement and Supply Chain Management Officer (GF MER)**  
Duty Station : **Amman, Jordan**  
Classification : **Professional Staff, Grade P3**  
Type of Appointment : **Fixed term, one year with possibility of extension**  
Estimated Start Date : **As soon as possible**  
Closing Date : **23 May 2023**

*Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, 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 work environment. Read more about diversity and inclusion at IOM at [www.iom.int/diversity](http://www.iom.int/diversity).

Applications are welcome from first- and second-tier candidates, particularly qualified female candidates as well as applications from the non-represented member countries of IOM. For all IOM vacancies, applications from qualified and eligible first-tier candidates are considered before those of qualified and eligible second-tier candidates in the selection process.

For the purpose of this vacancy, the following are considered first-tier candidates:

1. Internal candidates
2. Candidates from the following non-represented member states:  
*Antigua and Barbuda; Aruba (Netherlands); Botswana; Cabo Verde; Comoros; Congo (the); Cook Islands; Curaçao; Fiji; Grenada; Guinea-Bissau; Holy See; Iceland; Kingdom of Eswatini; Kiribati; Lao People's Democratic Republic (the); Madagascar; Marshall Islands; Micronesia (Federated States of); Namibia; Nauru; Palau; Saint Kitts and Nevis; Saint Lucia; Seychelles; Solomon Islands; Suriname; The Bahamas; Timor-Leste; Tonga; Tuvalu; Vanuatu*

Second tier candidates include:

All external candidates, except candidates from non-represented member states.

### **Context:**

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, 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 works to help ensure the orderly and humane management of migration, to promote international cooperation on migration issues, to assist in the search for practical solutions to migration problems and to provide humanitarian assistance to migrants in need, including refugees and internally displaced people. The IOM Constitution recognizes the link between migration and economic, social and cultural development, as well as to the right of freedom of movement. IOM activities that cut across these areas include the promotion of international migration law, policy debate and guidance, protection of migrants' rights, migration health and

the gender dimension of migration. Headquartered in Geneva, IOM's structure is highly decentralized, enabling the Organization to acquire capacities closer to where the needs are and to effectively deliver an ever-increasing number of diverse projects at the request of its Member States and partners.

The Migration Health Division (MHD) has the institutional responsibility to oversee, support and coordinate the Organization's provision of migration health services globally. These services aim to meet the needs of States in managing health-related aspects of migration, and to promote evidence-based policies and integrated preventive and curative health programs that are beneficial, accessible and equitable for vulnerable migrants and mobile populations.

Recognizing that health serves as a catalyst for fostering positive migration outcomes, and in response to the Sixty-first World Health Assembly resolution on the health of 2 migrants (May 2008), the Migration Health Division promotes policies and programs that contribute to migrants' improved physical, mental and social wellbeing, and enable them to contribute to the socio-economic development of their home communities and host societies.

The Division provides technical guidance and policy advice and establishes partnerships with relevant governmental, multilateral, civil society and private entities in the domain of migration health. Through the Division's different units, IOM addresses the needs of migrants and the public health needs of host communities; provides oversight for the Migration Health Assessment Program, which evaluates the physical and mental health status of migrants either prior to departure or upon arrival; promotes access to equitable and quality health services for migrants and mobile populations; and provides technical standards and program support in key thematic areas such as emerging and re-emerging diseases, HIV prevention and care, and psychosocial support.

The humanitarian crisis in the region drives risky, irregular migration in the Middle East and North Africa Region resulting in enormous displacement. These enormous human displacements have overwhelmed national and international capacities to perform routine functions for health programs such as monitoring and evaluation. The Board of the Global Fund approved 'The Challenging Operating Environments Policy' at its 35th Board meeting. This policy defines challenging operating environments (COE) as countries or regions characterized by weak governance, poor access to health services, and man-made or natural crises. The Policy classifies COEs based on countries with the highest External Risk Index (ERI) level in the Global Fund portfolio and allows for ad hoc classification to enable rapid responses to emergency situations. As of January 2016, the Syrian Arab Republic (SAR), Yemen, Iraq and Palestine are classified as COEs. The Middle East region is facing a series of crises: on going protracted armed conflicts in Syria, Yemen and Iraq and the continued volatile environment in Palestine. This has caused one of the world's largest internal displacements and migration crisis in one region in a relatively short span of time. The effect of the conflicts on the health systems of the concerned countries has been severe. Syria has been enduring countrywide civil unrest since March 2011. This worsening situation has created what the United Nations (UN) describes as the "biggest refugee crisis in a generation". Neighbouring countries (Jordan, Lebanon, Iraq and Turkey) are hosting over four million Syrian refugees, which has significantly increased the burden on their already overstretched public health sectors.

The Middle East Response (MER) is an initiative that will provide essential HIV, TB and Malaria services to key and vulnerable populations including refugees, Internally Displaced Persons (IDPs), women, children, other conflict affected populations in Syria, Lebanon, Jordan, Iraq, Palestine and Yemen. In June 2016, the Global Fund identified MHD IOM as the Principal Recipient for its Middle East Response Grant (MER). The Middle East Response (MER) is a differentiated and innovative approach to ensuring that current HIV, TB and malaria grants from the Global Fund to these countries are implemented more effectively and efficiently through an implementation approach using a unified regional platform managed by IOM supported with several policy exceptions from the Global Fund mainly associated with simplification, streamlining and decreasing the time of the proposal submission and grant making processes to ensure timely and effective response in the region.

Under the overall supervision of the Chief of Mission and direct supervision of the Senior

Regional Project Coordinator (GF MER Project) , and in close coordination with IOM Jordan Country Office's ( CO) Procurement and Logistics Units, Regional Supply Chain Officer in Cairo, and Supply Chain Division, Manila Supply Chain Unit and Senior Resources Management Officer (SRMO)/RMOs in GF MER implementing COs, and with a view to achieve the expected results set out in the Middle East Response (MER) Grant Agreement with the Global Fund, the incumbent will be accountable and responsible for the end-to-end supply chain activities management under the MER Project ensuring cost effective and efficient procurement, shipping, handling, accounting and delivery of health products to project implementing countries.

### ***Core Functions / Responsibilities:***

1. Coordinate and work with national support units, grant project units, national disease programs and the field Procurement and Logistics Units of IOM, as well as with implementing partners (Global Drug Facility (GDF), World Food Programme (WFP), World Health Organisation (WHO), Pooled Procurement Mechanism (PPM) of Global Fund (GF) as applicable): validate specification, quantification and forecasting proposed by the national programs; develop quantification tools at district, regional and national level; monitor and update stock, distribution and pipeline information. Ensure implementation of and adherence to internal controls to safeguard the organization's assets, control cash and prevent fraud and mismanagement. Develop and implement relevant operational control systems and strengthen internal controls by documenting and streamlining approval processes.
2. Develop agile, robust and responsive supply chain systems which, from time-to-time can be revised and adapted to the requirements of the operating environment and needs of stakeholders they serve. Map supply chain players and their roles including the private sector (third-party logistics; 3PL companies) for an integrated supply chain design both upstream and downstream.
3. Review and expand the scope of procurement and supply chain planning to incorporate adaptable sourcing strategies in response to emerging public health system shocks such as pandemics. Such planning to include the procurement of highly technical products such as X-ray machines, medical ambulances, mobile X-ray vans, pressure swing absorption oxygen plants (PSA), artificial intelligence solutions in compliance with country specific new product registration and import requirements.
4. Working in collaboration with the countries' Ministries of Health and the respective national disease programmes, review and develop standard Goods Storage Practices across the countries in the region to ensure proper handling, accounting and reporting of health products in storage. Develop Standard Operating Procedures for inventory management to ensure stock-outs, overstocks and expiring products are kept to a minimum.
5. Develop and implement simple, adaptable and user friendly and practical Logistics Management Information Systems (LMIS) for use in resource constrained settings to inform overall programmatic, finance and grant management planning and project implementation under the project.
6. Draft PSM overall and annual budgets as well as specific sub program budgets; monitor PSM implementation and overall budget absorption and expenditure to ensure such remain within and comply with the donor specified guidelines.
7. Coordination with the donor and IOM appointed third party auditors on their regular project monitoring activities to ensure PSM activities' compliance with donor and IOM regulations.
8. Develop guidelines on waste management, including reverse logistics as an option, in line with the Global Fund's guidelines and environmental management policies with full participation of the respective line ministries in the implementing countries.

9. In coordination with the COs' SRMO/RMOs, account and report on Global Fund investments on health equipment through the provision of guidance to project staff on asset management practices and reporting of the same in alignment with IOM and the donor's guidelines on asset management.

10. Supervise, coach and mentor subordinates in their work on PSM activities under the project and monitor and regularly appraise their performance in line with IOM's performance review guidelines.

11. Prepare administrative and technical reports and presentations.

12. Perform such other duties as may be assigned.

## ***Required Qualifications and Experience:***

### **Education**

- Master's degree in Procurement, Business Administration, Operations Management, Supply Chain Management or a related field from an accredited academic institution with five years of relevant professional experience; or,
- University degree in the above fields with seven years of relevant professional experience.
- Professional qualification with The Chartered Institute of Procurement and Supply (CIPS) at least at Level 4 will be a distinct advantage

### **Experience**

- Working experience in procurement and supply chain management and administrative support services with UN or other international organizations in resource constrained environments;
- Understanding of international procurement and shipping and related INCOTERMS; and,
- Experience in the usage of computers and office software packages (e.g. SAP) and knowledge of spreadsheet and database packages, as well as experience in handling of web-based management systems.

### **Skills**

- In depth knowledge of the broad range of supply chain management issues, particularly health products supply chains;
- Knowledge of UN procurement guidelines;
- Knowledge of health products financing from multilateral donors such as the Global Fund; and,
- Knowledge of INCOTERMS and international shipping processes.

### **Languages**

IOM's official languages are English, French, and Spanish.

For this position, fluency in English is required (oral and written).

Proficiency of language(s) required will be specifically evaluated during the selection process, which may include written and/or oral assessments.

### **Notes**

<sup>1</sup> Accredited Universities are the ones listed in the UNESCO World Higher Education Database (<https://whed.net/home.php>).

## ***Required Competencies:***

**Values** - all IOM staff members must abide by and demonstrate these five values:

- **Inclusion and respect for diversity:** Respects and promotes individual and cultural differences. Encourages diversity and inclusion.
- **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.
- **Courage:** Demonstrates willingness to take a stand on issues of importance.
- **Empathy:** Shows compassion for others, makes people feel safe, respected and fairly treated.

**Core Competencies** – behavioural indicators level 2

- **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 actions and delegated work.
- **Communication:** Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

**Managerial Competencies** – behavioural indicators level 2

- **Leadership:** Provides a clear sense of direction, leads by example and demonstrates the ability to carry out the Organization's vision. Assists others to realize and develop their leadership and professional potential.
- **Empowering others:** Creates an enabling environment where staff can contribute their best and develop their potential.
- **Building Trust:** Promotes shared values and creates an atmosphere of trust and honesty.
- **Strategic thinking and vision:** Works strategically to realize the Organization's goals and communicates a clear strategic direction.
- **Humility:** Leads with humility and shows openness to acknowledging own shortcomings.

IOM's competency framework can be found at this link.

[https://www.iom.int/sites/default/files/about-iom/iom\\_revised\\_competency\\_framework\\_external.pdf](https://www.iom.int/sites/default/files/about-iom/iom_revised_competency_framework_external.pdf)

Competencies will be assessed during a competency-based interview.

### **Other:**

Internationally recruited professional staff are required to be mobile.

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

This selection process may be used to staff similar positions in various duty stations. Recommended candidates endorsed by the Appointments and Postings Board will remain eligible to be appointed in a similar position for a period of 24 months.

The list of NMS countries above includes all IOM Member States which are non-represented in the Professional Category of staff members. For this staff category, candidates who are nationals of the duty station's country cannot be considered eligible.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances. Subject to certain exemptions, vaccination against COVID-19 will in principle be required for individuals hired on or after 15 November 2021. This will be verified as part of the medical clearance process.

Vacancies close at 23:59 local time Geneva, Switzerland on the respective closing date. No late applications will be accepted.

***How to apply:***

Interested candidates are invited to submit their applications via PRISM, IOM e-Recruitment system, by 23 May 2023 at the latest, referring to this advertisement.

IOM only accepts duly completed applications submitted through the IOM e-Recruitment system. The online tool also allows candidates to track the status of their application.

Only shortlisted candidates will be contacted.

For further information please refer to: [www.iom.int/recruitment](http://www.iom.int/recruitment)

***Posting period:***

From 10.05.2023 to 23.05.2023

***No Fees:***

IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training or other fee). IOM does not request any information related to bank accounts.

Requisition: VN 2023 186 Procurement and Supply Chain Management Officer (GF MER) (P3) Amman, Jordan (58121522) Released  
Posting: Posting NC58121523 (58121523) Released