

Position Title : **Supply Chain Officer (2 Positions)**
Duty Station : **Port-au-Prince, Haiti**
Classification : **Professional Staff, Grade P1**
Type of Appointment : **Special short-term graded, six months with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **24 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.

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:

Under the overall supervision of the Head of Resources Management (HoRM) and direct supervision of the Supply Chain Officer (SCO) in Haiti, and in close collaboration with the Regional Office (RO) and in coordination with the Procurement and Supply Division (PSD), the Supply Chain Officer will be responsible and accountable for completing straightforward and defined supply chain activities and transactions in accordance with instructions, regulations and rules which govern IOM management of resources related to procurement, and guided by Supply Chain Management (SCM) objectives to support the delivery of quality goods/services to the beneficiaries at optimal price and in a timely manner.

Core Functions / Responsibilities:

1. Under close supervision and guidance, draft assigned technical inputs to support strategic planning for supply chain related activities of the Country Office (CO) in close collaboration with relevant units at Headquarters (HQ).
2. Study sources of supply, request quotations from selected sources, examine submitted cost estimates to ensure reasonableness of prices and adequacy of presentations. Make recommendations on the method to be used in the selection of the contractor and firms to be invited to submit bids and proposals.
3. Determine availability of funds, perform financial calculations or currency conversions, and take necessary action to resolve funding problems. Ensure receipts are received when payment is conducted in cash. Ensure follow up action on contract award and PO status.
4. Record and track the procurement and logistical needs of the CO. Perform initial cost/price analysis as well as pre-award surveys. Prepare background information on procurement consolidation to ensure adequacy and completeness prior to initiation of contractual conditions.
5. Track and update supply chain management activities in the relevant database or information management system, including the pool of qualified vendors, and extract statistical information and other data, as required.
6. Review purchase requests for adequacy of information including specifications, quantities, methods of delivery and delivery time, and communicate with requisitioning staff to clarify information as necessary. Keep the supervisor informed of any issues that need attention.
7. Provide specific technical information and guidance on the preparation and issuance of "Call for Proposals" and bidding documents for the tendering processes of the programmes/projects. Check that the bidding processes are conducted fairly, transparently and in accordance with the existing procurement rules and regulations and bring issues to the immediate attention of the supervisor.
8. In close coordination with the SCO, provide specific inputs and information to assist with the timely submission of asset, procurement and other reports within the CO, Regional Office, and relevant HQ departments, as appropriate.
9. Apply established internal control mechanisms for Supply Chain Management processes as well as country specific administrative procedures and the Organization's rules and regulations.
10. Contribute to the provision of inductions to newly recruited support staff and assist with the training on IOM ERP for the supply-chain component.
11. Perform such other duties as may be assigned.

Required Qualifications and Experience:

Education

- Master's degree in Business Administration, Management, Logistics, Procurement, or a related field from an accredited academic institution; or
- University degree in the above fields with two years of relevant professional experience.

Experience

- Experience in supply chain and contract management, Asset management, Vendor

management, administrative, and/or internal control procedures;

- Experience in the usage of office software packages (MS Word, Excel, etc.) and knowledge of spreadsheet and data analysis;
- Experience in the implementation of administrative control procedures.

Skills

- Knowledge of IOM/UN internal procurement and financial rules, as well as IOM's system and processes as they apply to procurement and logistics;
- Strong analytical, planning and people management skills;
- Ability to prepare clear and concise reports;
- An excellent degree of computer literacy in particular experience in computerized accounting systems including SAP/FIORI/SAP application is required;
- Excellent communication skills;
- Ability to supervise staff and coordinate activities, to lead and coach individuals, and to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds.

Languages

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

For this position, fluency in English and French is required (oral and written). Working knowledge of other UN Languages is an advantage.

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

Notes

¹ 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

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 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 24 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

Posting period:

From 11.05.2023 to 24.05.2023

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: SVN 2023 139 Supply Chain Officer (2 Positions) (P1) Port-au-Prince, Haiti (58125765)

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