

Job Description

Introduction

Established in 1951, IOM is a Related Organization of the United Nations and the leading UN agency in the field of migration. Working closely with governmental, intergovernmental and non-governmental partners, IOM promotes humane and orderly migration for the benefit of all. It saves lives and protects people on the move, drives solutions to displacement, and facilitates pathways for regular migration, while providing services and advice to governments and migrants.

IOM is committed to fostering a respectful, inclusive and supportive workplace where all employees can thrive professionally and feel valued. By creating such an environment, IOM aims to better harness the full potential of migration and strengthen its support to people on the move.

IOM invites candidates from diverse backgrounds to apply and provides reasonable accommodation throughout the recruitment process when required. Learn more about IOM's workplace culture at [IOM workplace culture | International Organization for Migration](#)

Applications are welcome from internal and external candidates. 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, [internal and internal-equivalent candidates](#) are considered as first-tier candidates.

Organizational Context and Scope

Under the overall supervision of the Resources Management Officer in Algeria and direct supervision of the Supply Chain officer and in collaboration with relevant unit at Headquarters and Administrative Centers, the Supply Chain Associate, will perform routine administrative functions in the area of procurement, logistics and common services for the IOM Algeria various projects. In particular, the incumbent will be responsible for the following responsibilities..

Responsibilities

1. Receive and consolidate all procurement requisition forms; verify they have all the required information and comply with the Purchase Authorization Matrix and other office instructions and obtain any necessary additional information.
2. Assist supervisors in more complex, higher-value purchases.
3. Prepare tender documents, solicit bids and quotations as applicable; prepare bid analysis summary and share it with the requesting unit; may participate in the evaluation process and provide technical inputs. Once the purchase is approved, confirm terms of agreement with selected suppliers, prepare the relevant documentation (purchase order, contract, etc.) and coordinate the required authorizations.
4. Monitor status of open requisitions, purchase orders and follow up on the timely delivery of goods and services; upon delivery, coordinate with the receiving unit to obtain satisfactory delivery notes.
5. Review vendor invoices, prepare payment requests and coordinate with Finance the timely payment to suppliers/service providers.
6. Create and maintain physical and electronic records of all documentation through the procurement cycle in accordance with IOM instructions and procedures; retrieve, present and analyse information from the system and prepare periodic reports highlighting issues that require attention.
7. Conduct market surveys to identify potential new suppliers/service providers; participate in their evaluation regarding quality, prices and services in line with the organization's best interests.
8. Keep track of any contractual agreements and inform concerned parties for timely renewal; monitor office supplies and service and prepare requisitions when required and coordinate with Finance Unit the payment of utilities invoices.
9. Provide briefing and technical guidance to all staff in the office on procurement related instructions and procedures.

10. Perform supply chain tasks related to property and asset management, warehousing, insurance coverage, maintenance, and transportation.
11. Coordinate fleet operations activities including preparation of daily vehicle schedule, monitoring of vehicle logbooks, and coordination of vehicle maintenance.
12. Prepare the tax exemption documentation and follow up on its approval with the local authorities, ensuring regular monitoring and status updates in the tracking tool.
13. Support the organization of meetings, workshops and trainings.
14. Perform other duties as may be assigned.

Qualifications

Required Qualifications and Experience

Education

- TUniversity degree in Business Administration, Accounting, Logistics, Supply Chain Management or a related field from an accredited academic institution with three years of relevant professional experience; or
- High school diploma with five years of relevant professional experience
- Certification in Procurement, Logistics or Supply Chain Management is an advantage

Accredited Universities are those listed in the [UNESCO World Higher Education Database](#).

Experience

- Experience in procurement and logistics and working with vendors and service providers;
- Experience with asset management process;

- Experience working with IOM/UN Procurement and Logistics Rules and Procedures is an advantage;
- Experience working in an international organisation an advantage.

Skills

- High level of computer literacy;
- Ability to work with national and international institutions;
- Ability to prepare clear and concise report;
- Excellent communication and negotiation skills;
- Ability to establish realistic resource requirements to meet IOM needs.