

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 Chief of Mission (CoM) in Guinea in close collaboration with the Supply Chain Officer and the Resources Management Officer, and direct supervision of the National Procurement & Logistics Officer in Guinea and in coordination with the Relevant units at Headquarters and the Administrative Centres, the Supply Chain Assistant will be responsible and accountable for managing the resources management functions in Sub-Office in Guinea.

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. Prepare tender documents, solicit bids and quotations as applicable; prepare bid analysis summary and share it with the requesting unit.
3. 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 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. Maintain physical and electronic records of all documentation through the procurement cycle in accordance with IOM instructions and procedures; retrieve and present information from the system and support preparation of periodic reports.
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 technical information 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. Support the coordination of transportation needs and drivers' movements; verify all logbooks are properly maintained and monitor fuel consumption and vehicle' maintenance records.
12. Monitor activities of contractors working on the office premises.
13. Support the organization of meetings, workshops and trainings.
14. Perform other duties as may be assigned.

Qualifications

Required Qualifications and Experience

Education

- University degree in Business Administration, Accounting, Logistics, Supply Chain Management or a related field from an accredited academic institution with two years of relevant professional experience; or
- High school diploma with four 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.

Languages

All IOM staff members in all categories are required to be fluent in one of the IOM's official languages (English, French, Spanish).

- For this position, fluency in French is required (oral and written).
- Working knowledge of English and Local language are an advantage

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

Required Competencies

IOM's competency framework can be found at this [link](#). Competencies will be assessed during the selection process.

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 1

- **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, if with direct reports

- **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.