

Vacancy Notice 2024-02
Open to Internal and External Candidates

Position Title: **Procurement & Logistics Assistant**
Duty Station: Tirana, Albania
Classification: General Service Staff, Grade 4
Type of Appointment: One Year Fixed Term graded, 1 (one) year with possibility of extension.
Estimated Start date: 15 February 2024
Closing Date: 25 January 2024

Established in 1951, the International Organization for Migration (IOM), the UN Migration Agency, is the leading inter-governmental organization in the field of migration and 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.

IOM is committed to a diverse and inclusive environment. Applications from qualified female candidates are especially encouraged. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

- Established in 1951, IOM is the leading inter-governmental organization in the field of migration and 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.
- The United States Refugee Admissions Program (USRAP) operates world-wide with a target of providing resettlement opportunities to thousands of refugees each year. IOM provides a range of assistance and support to the USRAP including, but not limited to, case processing, migration health assessments, cultural orientation training, organized transportation and administration of a travel loan and collections program. The Department of Operations and Emergencies (DOE), specifically the Resettlement and Movement Division (RMM), has the

organizational responsibility to provide direction, oversight, and guidance to IOM's global support to all resettlement programs.

- Under overall supervision of Head of Office and the direct supervision of the Resource Management Officer as well as in coordination with the Project Coordinators, the incumbent will be responsible to:

Responsibilities and Accountabilities:

- Assist in all procurement processes, logistics operations, and service contracting in full compliance with IOM rules and regulations;
- Assist in planning and coordination of procurement and logistics activities and liaise with the relevant units in related issues;
- Receive and inspect incoming supplies, equipment, and maintain updated, accurate and complete records;
- Assist in maintaining comprehensive inventory of all office equipment, include signing out of valuable equipment to staff;
- Assist the office in conducting market surveys for regularly purchased items and equipment to ensure cost effectiveness;
- Assist in managing office vehicles and providing transportation services to staff on daily basis; check and sign vehicle's logbook to ensure that the charges are done properly;
- Monitor regular maintenance of office vehicles and generator and develop maintenance schedules for routine and periodic activities;
- Assist staff in all domestic and international travels; make travel and hotel arrangements for staff and/or consultants as required;
- Perform claim verifications against documentation to ensure that purchases/services are properly authorized and that the goods have been received or services rendered;
- Raise Commitments in the system and keep track of them as per roles assigned in PRISM;
- Ensure proper maintenance and regular update of procurement and logistics files in hard copies and electronic data base;
- Perform any other duties as may be assigned.

Required Qualifications and Experience:

Education:

- High school degree/certificate with at least two years of relevant professional experience;
- Or Bachelor's Degree from an accredited institution in Business Administration, Management, Logistics or related fields, with at least four years of relevant work experience preferably in similar roles;

Experience:

- Experience in different types of procurements;
- Experience in establishment of logistics processes;
- Familiarity with financial and business administration;

Skills:

- High level of computer literacy

Languages:

Fluency in English and Albanian (oral and written) is required.

Required Competencies:

The incumbent is expected to demonstrate the following values and 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: Maintain 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 action and delegated work.
- Communication: Encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

Other:

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

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

How to apply:

Interested candidates are invited to submit the following (all in English language) indicating the **Vacancy Notice Number (2024-02)** with a subject line **“Procurement & Logistics Assistant”** to: HumanResourcesTirana@iom.int.

- CV or Personal History Form (PHF) [download here](#)
- Cover Letter with the details of competences (including previous similar experience, if any)
- [Reference and additional information form](#) signed in each page including three professional referees and their contacts (both email and telephone) potentially previous supervisors, as well as confirming that you agree on our check for references to the referees and the requested additional information.

Internal candidates with the required qualifications are invited to submit the internal application form in English at the above e-mail address.

To download Personal History Form please refer to: <https://albania.iom.int>

In order for an application to be considered valid, IOM only accepts applications duly completed.

Only shortlisted candidates will be contacted.

Posting period: 11 January 2024 to 25 January 2024