



International Organization for Migration (IOM)

The UN Migration Agency

Open to Internal and External Candidates

Reference No. : **SVN/ID10/2019/062**
Position Title : **Procurement and Logistics Assistant II**
Duty Station : **Makassar**
Organization Unit : Procurement/Logistics Unit, RMU IOM Makassar
Classification : General Service Staff, Grade G-5
Type of Appointment : **Special Short-Term Contract for 6 (six) months (with possibility of extension). The whole six months shall be considered as probation period.**
Report to : Senior Resources Management Assistant
Estimated Start Date : **As soon as possible**
Closing Date : **03 September 2019**

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency 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 environment. For the purpose of this vacancy, the following internal candidates who meet the eligibility criteria are considered as first-tier candidates:

- Internal candidates on regular or fixed-term contracts should meet the minimum time in post requirement of eighteen months or more at the time of the closing of the SVN.
- The minimum time in post requirement is six months for such internal candidates who are incumbents of a position being advertised or confirmed for discontinuation.
- Internal candidates on short-term contracts should meet the minimum time in post requirement of six months or more at the time of the closing of the SVN.

In addition, all applicants should meet eligibility requirements for languages, education and work experience requirements stipulated in the SVN.

Context:

Under the direct supervision of the Senior Resource Management Assistant in IOM Sub Office Makassar, in close coordination with the National Procurement and Logistic Officer in Jakarta Country Office and under the overall supervision of the Head of Sub Office/ Programme Coordinator Eastern Region Indonesia in Makassar, the incumbent will be responsible for organizing procurement activities including obtaining quotations, tendering, purchase and delivery of goods and services, and providing logistic or procurement support to the projects at Eastern Region Indonesia in Makassar and its field offices.

Responsibilities and Accountabilities

1. Receive and review procurement activity requests from units within the Hub Office and its sub-offices including quotation, bidding analysis summary, confirmation order, purchase order and legal contract extension or new contract.
2. Identify potential vendors, conduct vendor's appraisals and if suitable register them in PRISM (SAP) system
3. Plan and implement procurement activities, including obtaining quotations, preparation of evaluation and recommendation, issuance of Purchase Order (PO) or Service Agreement (SA) and delivery of goods/services in accordance to IOM procurement guidelines and in coordination with Senior/Resources Management Assistant and National Procurement/Logistic Officer.
4. Coordinate with the Finance Assistant to ensure that prior to the final ordering and delivery of goods/services, the WBS element and budget line item have been determined. Ensure contracts are updated/renewed in advance.
5. Ensure that all procurements activities both in Sub Office and field Offices are done through PRISM (SAP) system and ensure that the proper IOM administrative procedures and standards are well established such as follow up with the vendor, canvassing, bidding, ordering and stock keeping are strictly adhered to.
6. Work closely with Programme Coordinator, S/RMA and National Procurement and Logistic Officer in Jakarta Office regarding procurement of goods / services requested by programme staff of unambiguous specifications and to consolidate overall office procurement requirements and optimize purchasing power.
7. Conduct regular meeting among the team to identify challenges and solutions.
8. Prepare Request for Payment on time with its supporting documents as required and to work closely with the finance and S/RMA.
9. Maintaining record of all transaction in hard and soft copies, ensuring that an efficient filing system for record of all quotations, copies of records of expenditures, receipts, local order forms are kept.
10. Prepare weekly updated report of ongoing activities and share any information on the field that need further attention and discussion as well as inform to the requisitioner about the status of procurements including estimated time of delivery and/or any changes which may affect pre-determined delivery conditions
11. Ensure that Office assets inventory is in line with IOM Assets inventory policy and prepare assets inventory report regularly. Make sure Office supplies are maintain for office running smoothly and prepare the report in regular basis.
12. Coordinate office fleet and driver activities to ensure all transactions are in line to IOM fleet management policy.
13. Undertake travel to the field offices to assist on-going activities and provide direct logistics/procurement assistance and guidelines.
14. Act with integrity and professionalism and in accordance with IOM's Code of Conduct at all time.
15. Performs such other duties as may be assigned.

Required Qualifications and Experience

Education

- Bachelor's degree in the relevant field of expertise (Business, Administration, Logistics, Management, etc) with three years of relevant experience, or;
- Completed High School from an accredited academic institution, with five years of relevant professional experiences.

Experience

- a) Indonesian National with good knowledge of and experiences in procurement and logistic, administration and operational.
- b) Have working experiences in administration, logistics, and procurement, preferably have experiences in procurement and logistics at IOM.
- c) Ability to prepare clear and concise reports and to analyses and interpret source information and data.
- d) High level of computer literacy is required, Good knowledge of MS-Office, specifically Microsoft EXCEL.
- e) Have knowledge and experiences in SAP is an advantage.

Languages

Fluency in English and Bahasa Indonesia language, both oral and written.

Required Competencies

The incumbent is expected to demonstrate the following values and competencies:

Values

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- 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.

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, verification of Education certificate and security clearances.

IOM applies local United Nations Salary Scale.

How to apply:

Interested candidates are invited to submit their applications in **ENGLISH**, with:

- a) Cover letter, clearly specify suitability and availability date
- b) Complete the Personal History Form which can be downloaded at the following link:
<http://indonesia.iom.int/sites/default/files/Personal%20History%20Form.xls>
- c) Detailed *curriculum vitae*, including historical salary and minimum three referees (preferably former direct supervisors).

Please submit your application through [this link](#), or send by email to rindonesia@iom.int, indicating the reference code above (SVN/ID10/2019/062) as subject. The deadline for applications is **03 September 2019**.

Only applicant who meets the above qualification will be considered

Posting period:

From 21.08.2019 to 03.09.2019