



International Organization for Migration (IOM)
The UN Migration Agency

OPEN TO INTERNAL AND EXTERNAL CANDIDATES

Position Title	:	Senior procurement and contract assistant
Duty Station	:	Port-Au-Prince (1 position)
Classification	:	Employee, Grade Equiv. G6
Type of Appointment	:	Special Short Term, 6 months with possibility of extension
Estimated Start Date	:	As soon as possible
Closing Date	:	January 25 th , 2022
Reference Code	:	SVN2022/001

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.

RESPONSIBILITIES AND ACCOUNTABILITIES:

Under the overall supervision of the Procurement National Officer, the Senior Procurement and Contract Assistant will provide support to IOM Haiti mission and sub offices by providing assistance in the procurement of various goods, works and services. In particular, he/she will be assigned to the following tasks:

1. Assist in the planning, implementation, controlling and monitoring aspects related to procurement and logistical needs of IOM Haïti including: organize and maintain systems/procedures for procurement, supply and contracting of goods/works/services, documentation, equipment up-grading, assets management,
2. Liaise with the Program Managers regarding procurement and service requests and requirements, to consolidate overall mission procurement requirements and optimize purchasing power. Participate in planning procurement actions and analysis of procurement requests.
3. Ensure that the documents submitted to Procurement Unit as Purchase Requisition, Purchase Orders, Invoices and supporting documents are perfectly completed; regarding needful signatures, and WBS/s. Ensure financial authorization is received from the Program Managers, RMO, CoM, and GPSU/MAC according to Purchase Authorization Threshold, ensuring with Finance Unit that appropriate funds are available for each purchase.
4. Identify service providers and participate in evaluation of vendors against performance, reliability, quality, price, delivery in respect of organizations' best interests and donor mandates. Also, solicit and analyze bids for conformity to specified requirements, conduct supplier appraisals and select suppliers,

- taking under consideration while conducting a bidding process, the value of money, quality, compatibility, payment method, warranty, after selling services, and the company profile / reputation.
5. Make sure to get a suitable delivery period which meets the projects implementation schedule and follow-up on purchase orders status and keep customers abreast of estimated time of delivery or any changes that may affect or modify the pre-determined delivery conditions.
 6. Verify through established procedures, that all received goods are in accordance with the terms and specifications of the respective PO and make sure to get the proper management of the assets: checking in PRISM, physical counting, labeling assets, modifying assets assignment form, updating all the information movement and control of the mission assets, including the sub regional offices established in the country.
 7. Prepare draft of Contracts (Supply Contracts, Service Agreements, Maintenance Agreements, etc) based on IOM Contract templates to support the mission's operation and ensure proper review and approval of the draft of contracts before finalizing them.
 8. Evaluate contract terms and conditions offered by vendors and assist in negotiating their acceptance of IOM contract terms and conditions
 9. Ensure that the "Goods Receipt Notes" are acknowledged by the Requisitioner when the services/works are rendered, and/or the goods are received and perform MIGO in PRISM and review of vendor invoices and verify compliance with POs/Contracts and goods/works/services received.
 10. Verify supporting documentation Payment Requests that will be submitted to the Finance Unit. Follow up with the Finance Unit to ensure that suppliers' accounts are settled on time.
 11. Monitor the vendors for the compliance to the contractual agreements.
 12. Make recommendations on procedural improvements or changes and train the unit staff in the relevant procedures in Procurement, facilitate and organize methods of work according to IOM's policies and procedures.
 13. Focal person for Insurance related transactions (Vehicles, Offices, Assets and others) and prepare/maintain database for all insurances
 14. He/ She will ensure that IOM assets including motor vehicles are properly insured and overall administration of insurance claims
 15. Liaise with OAVCT and/or any third party and ensure that all motor vehicle insurance – related claims are processed on time. Prepare and submit all necessary documents for insurance claims from OAVCT
 16. Guide, train and ensure timely completion of the SES of all staff under his supervision.
 17. Undertake any other duties as may be assigned.

EDUCATION, EXPERIENCE AND SKILLS

- University degree in Business Administration, Management, Logistics, Procurement or a related field from an accredited academic institution with four years of relevant professional experience.;
- or
- Completed High School degree from an accredited academic institution, with 6 years of relevant professional experience;
- Certified training on supply chain management, an advantage.
- Experience preferably in supply chain management of which one year in IOM or any UN system or any international organization will be an advantage.
- Experience in procurement in international and or government process.
- High proficiency in SAP system, FIORI, MS office applications such as Word and specially in Excel;
- Knowledge of other applications such as Power Point and Visio an advantage.

LANGUAGES (IOM's official languages are English, French, and Spanish)

Fluency in French and English.

REQUIRED COMPETENCIES:

Values

Inclusion & respect for diversity

- Shows respect and sensitivity towards gender, culture, ethnicity, religion, sexual orientation, political conviction and other differences.
- Encourages the inclusion of all team members and stakeholders while demonstrating the ability to work constructively with people with different backgrounds and orientations.
- Promotes the benefits of diversity; values diverse points of view and demonstrate this in daily work and decision making.
- Challenges prejudice, biases and intolerance in the workplace.

Integrity & transparency

- Upholds and promotes the Standards of Conduct and Unified Staff Regulations and Rules.
- Delivers on commitments; manages the organization's resources reliably and sustainably.
- Embraces and encourages transparency, balancing this with the need for discretion and confidentiality as appropriate.
- Maintains impartiality and takes prompt action in cases of unprofessional or unethical behaviour.
- Does not abuse one's position and acts without consideration of personal gain. Is motivated by professional rather than personal concerns.

Professionalism

- Demonstrates professional competence and mastery of subject matter and willingness to improve knowledge and skills.
- Seeks to raise professional standards in self and others through daily work and activities.
- Adapts quickly to change and is decisive and versatile in face of uncertainty.
- Shows self-control and persistence when faced with difficult problems, and remains calm in stressful situations.
- Is conscientious and efficient in meeting commitments, observing deadlines and achieving results.

Core competencies

Teamwork

- Establishes strong relationships with colleagues and partners; relates well to people at all levels.
- Is fully aware of the team purpose, respects and understands individual and collective responsibilities.
- Willingly puts in extra effort without being asked and adopts a "hands-on" approach whenever necessary to achieve team objectives.
- Coordinates own work with that of the team to meet agreed priorities and deadlines.

Delivering results

- Produces quality results and provides quality services to clients.
- Meets goals and timelines for delivery of products or services.
- Manages time and resources efficiently, monitoring progress and making adjustments as necessary.
- Shows understanding of own role and responsibilities in relation to expected results.

Accountability

- Accepts personal responsibility for quality and timeliness of work.
- Takes ownership of all responsibilities within own role and honours commitments to others and to the Organization.
- Operates in compliance with organizational regulations and rules.
- Accepts and gives constructive criticism; acknowledges and corrects mistakes and apply lessons learned for improvement.

Communication

- Presents information using language and sequence of ideas that is easy for recipients to understand.
- Adapts communication to the recipient's needs, asks questions to clarify, and exhibits interest in having two-way communication.
- Encourages others to share their views, using active listening to demonstrate openness and to build understanding of different perspectives.
- Listens carefully and genuinely to the views and positions of others; acts on received information.

Managerial Competencies

Leadership

- Assigns responsibilities fairly and manages performance, taking account of individual strengths, workloads and interests.
- Is inclusive in decision-making and actively seeks feedback from team members and colleagues in order to identify opportunities for improvement.
- Takes sound and timely managerial decisions that are consistent with the Organization's vision and purpose.
- Establishes and maintains relationships with a broad range of stakeholders to understand needs and gain support

Empowering others & building trust

- Delegates appropriately to make the most of others' talents, clarifying expectations and allowing autonomy in important areas while providing necessary support.
- Encourages others to take responsibility for their performance; promotes ownership, responsibility and accountability for desired results at all levels.
- Creates an atmosphere of trust and confidence in which others can talk and act without fear of repercussion.
- Gives proper credit to others, shows appreciation and rewards achievement and effort.

Strategic thinking & vision

- Aligns own actions to the Organization's vision, values and mandate.
- Translates strategic direction into short and medium-term plans and objectives for own team; revises objectives to reflect changes in organizational goals.
- Identifies key issues/priorities in complex situations and how they may be related to one another.
- Clearly communicates links between the Organization's strategy and the work unit's goals.

HOW TO APPLY:

Interested candidates should submit a CV with three (3) references and a cover letter outlining why they consider themselves a suitable candidate for this position. As the subject in your e-mail application, kindly state your full name and the IOM vacancy notice's reference code.

Only qualified candidates should apply and only those who have been short-listed will be contacted. Applications received after the deadline will not be considered. Applications should be sent to iomhaitihunit@iom.int

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.

Posting Period:

From 11.01.2022 to 25.01.2022