



International Organization for Migration (IOM)
The UN Migration Agency

SPECIAVACANCY NOTICE IOM/JUBA/SVN2022/23

Open to Internal and external candidates

Position Title : **Logistics and Procurement Clerk**

Duty Station : **Juba, South Sudan**

Classification : **General Service Staff, Grade 3**

Type of Appointment : **Special Short Term, 6 months with possibility of extension**

Estimated Start Date : **As soon as possible**

Closing Date : **July 06, 2022**

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

IOM is committed to a diverse and inclusive environment. External and internal candidates are eligible to apply for this vacancy. For the purpose of the vacancy, internal candidates are considered as first- tier candidates.

IOM in South Sudan has a broad range of programming centered around three broad areas: Humanitarian Coordination and Support; Humanitarian response and Resilience; and Peacebuilding, Transition, and Development. Humanitarian Coordination and support includes leading/co-leading the Camp Coordination and Camp Management (CCCM) and Shelter and Non-Food Items (NFI) Clusters, Displacement Tracking Matrix (DTM), Water, Sanitation and Hygiene (WASH) and management of WASH and Shelter and NFI Core-pipelines, Humanitarian Hubs and common transport services. Humanitarian response and Resilience includes CCCM, WASH, Shelter & NFI, Health, Protection, Gender equality and inclusion, Mental health and Psychosocial support and the Management of a Rapid Response Fund. Under Peacebuilding, Transition and Development, IOM South Sudan implements programming on Housing, Land and Property Page issues, Transition and Recovery,

Transhumance conflict prevention, Community-based violence reduction, Community development and Migration Management.

Scope and Context.

Under the overall supervision of the Head of Logistics and Procurement Unit and direct supervision of the Procurement and Logistics Officer, the incumbent will be responsible for providing clerical assistance to procurement activities including obtaining quotations, tendering, purchase and delivery of office supplies and materials and equipment and providing project logistics and administrative support to the mission.

Roles and Responsibilities.

1. Receive and review/clarify procurement requests, specifications and confirm project codes and other needed information from requestors, particularly from programme managers in the mission.
2. Closely coordinate and ensure that all project related purchases are reviewed and approved by programme managers.
3. Present quotations for review and approval of the supervisor.
4. Create Purchase Orders in SAP
5. Follow up on the timely delivery of procured supplies and materials.
6. Maintain records of all transactions, and support the maintenance of an efficient filing system for record of all quotations, copies of records of expenditure, receipts, local order forms, etc.
7. Support the timely clearance of all outstanding commitments.
8. Maintain contract tracking database.
9. Undertake any other duties that may be assigned from time to time which are commensurate to the position.

Desirable Qualifications and Experience.

- Completed college diploma from an accredited academic institution in supply chain management, logistics, administration, or related field of study with minimum of 3 years of professional experience
- University Degree in the aforementioned field of study with 1 year of professional experience

Experience.

- Full computer literacy and report writing skills.
- Results and detail-oriented, respectful of cultural diversity, highly motivated and engaged, efficient, flexible, able to analyse and resolve problems
- Team-oriented, but able to work well individually
- Experience and interest in working in a remote location
- Strong internet and computer skills
- Previous experience in Procurement and Logistics with international organizations, UN is an advantage

Desirable Competences.

Behavioral.

- Takes responsibility and manages constructive criticism.
- Works effectively with all clients and stakeholders.

- Promotes continuous learning, communicates clearly.
- Takes initiative and drives high levels of performance management.
- Plans work and sets goals within area of responsibility.
- Displays mastery of subject matter.
- Contributes to a collegial team environment.
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation.
- Displays awareness of relevant technological solutions.
- Works with internal and external stakeholders to meet resource needs of IOM.
- Ability to work independently with minimum supervision
- High sense of confidentiality.

Technical

- Delivers on set objectives in hardship situations
- Effectively coordinates actions with other implementing partners.
- Works effectively with local authorities, stakeholders, beneficiaries, and the community to advance country office or regional objectives.
- Displays awareness of relevant technological solutions.
- Executes tasks in a timely and accurate manner.
- Coordinates and corresponds in a clear and concise manner.
- Follows up tasks to ensure timely completion.
- Seeks to improve efficiency in Logistics.

Languages:

Thorough knowledge of English language is required. Knowledge of local languages is essential.

Method of application:

Interested candidates are required to complete the information in this link <https://ee.humanitarianresponse.info/x/#Yi5g> and submit a letter of motivation and curriculum vitae marked “**Logistics and Procurement Clerk**” through e-mail: vss@iom.int. Applications sent through email need to reflect the position title and vacancy number on the subject line. **Strictly On-line Applications will only be accepted.**

Note: Incomplete applications will not be considered valid.

Women are highly encouraged to apply

Deadline for applications: July 06, 2022. Only short-listed applicants will be contacted.

Posting Period: 22 June 2022 to 06 July 2022