



## IOM Poland CALL FOR APPLICATIONS

Reference Number : **PLCFA22-022**  
Position Title : **Senior Procurement Assistant**  
Duty Station : **Warsaw, Poland**  
Type of Appointment : **Special Short-Term Ungraded Contract**  
Closing Date : **Open-ended**

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. The International Organization for Migration (IOM) is committed to the principle that humane and orderly migration benefits migrants and society. As the leading international organization for migration, IOM acts with its partners in the international community to: assist in meeting the growing operational challenges of migration management; advance understanding of migration issues; encourage social and economic development through migration, and; uphold the human dignity and well-being of migrants.

IOM has been active in Poland since 2002 under an agreement with the Polish government and conducts various migration programs, including activities supporting the integration of male and female migrants into Polish society. IOM in Poland implements projects aimed at the private sector to promote ethical recruitment, respect for the rights of migrants and migrant women as well as the elimination of forced labour from value chains and the prevention of human trafficking.

### **Context:**

Under the overall supervision of the Chief of Mission and the direct supervision of the Head of Resources Management, the successful candidate will provide support on procurement and logistics functions for the Mission.

### **Core Functions / Responsibilities:**

1. Liaise with the Programme Managers and programme staff re regarding procurement and service requests and requirements, to consolidate overall mission procurement requirements. Participate in planning procurement actions and analysis of procurement requests.
2. Oversee the procurement activities in the Mission, including obtaining quotations, service agreements and confirming delivery of goods/services, in accordance with IOM procurement policies and procedures.
3. Ensure compliance of proper IOM administrative procedures and standards upon following up, canvassing, bidding and ordering.
4. Support the Head of Resources Management in coordinating 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.

5. Coordinate and monitor the delivery of ordered goods/services and check that all received goods/services are in accordance with the terms and specifications of the Purchase Order (PO)/Service Agreement (SA); ensure timely delivery of purchased goods/services.
6. Work closely with other departments to inform colleagues and coordinate upcoming deliveries etc.
7. Coordinate the evaluation of vendor's performance, and check reliability, quality and price of goods/services provided, monitor delivery of goods/services against the concluded PO/Contracts and ensure all is completed according to IOM's best interests.
8. Conduct quality check and control of payment documentation and liaise closely within Resources Management department concerning payment of purchased and delivered goods and services.
9. Oversee preparation of monthly statements and reports on funds utilized via cash and/or prepaid cards disbursement.
10. Ensure that records of all transactions are properly maintained and an efficient filing system is in place, for proper record keeping of all quotations, copies of records of expenditure, receipts, local order forms, etc.
11. Plan and facilitate procurement actions for assigned projects for Mission requirements, that are highly complex, from preparation of Source Selection Plan, Tender Documentations and posting formal solicitations to IOM and UNGM websites
12. Compile and present procurement data for case presentations and/or report monitoring including case presentations for review and clearance by the Supply Chain Division;
13. Draft and issue Contracts; and post-award financial management including liaising to concerned departments for timely renewal of contracts, vendor performance management and take necessary actions in case of non-performances/cancellations.
14. Report regularly and bring to the attention of Head of Resources Management any actual or potential issues that might affect operations; provide recommendations on possible ways to resolve those issues.
15. Perform such other duties as may be assigned.

### ***Required Qualifications and Experience***

#### **Education**

- University degree in Business Administration, Marketing, Logistics or a related field from an accredited academic institution with four years of relevant work experience.

#### **Experience and Skills**

- Progressive experience in a similar function;
- Experience working in international organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage;
- Strong knowledge of the local laws and regulations related to procurement;
- Demonstrated ability to draft and prepare clear and concise correspondence (in English);
- Demonstrated ability to work well under pressure and to keep deadlines;
- Proficient in a Microsoft Office environment, including extensive use of Microsoft Excel Word and comfort with learning new software;
- Knowledge of and experience using SAP (PRISM FI) will be considered as a distinct advantage;
- Valid driver's license with at least three years driving experience an advantage.

#### **Languages**

Fluency in **English** and **Polish (written and oral)** is required. Good knowledge of **Ukrainian** and/or **Russian** is advantage.

#### ***Required Competencies***

IOM's competency framework can be found at this [link](#).

## 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

- 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:**

IOM is committed to a diverse and inclusive environment.

This post is subject to local recruitment. Only those holding a valid residence and work permit for Poland will be eligible for consideration.

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

At the time of recruitment, all candidates must disclose any known relative or spouse who works for IOM. Candidates may also be requested to provide documentary evidence of academic degree(s), professional licenses, and proof of no criminal records as relevant to the requirements of the position advertised.

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

**Vaccination against COVID-19 will be required for IOM personnel who are hired or otherwise engaged by IOM. As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of full vaccination.**

### **How to apply:**

Interested candidates are invited to submit their application including a **CV and a completed Personal History Form in English by email to: [IOMPolandHR@iom.int](mailto:IOMPolandHR@iom.int)**., specifying the vacancy reference number **PLCFA22-022 and full name** in the subject line.

Please click this link to access [the Personal History Form \(two pages\)](#).

Due to the volume of applications received, IOM Poland will not be able to respond to all inquiries about the application status and will only contact shortlisted candidates.

### **Posting period:**

From 25 March 2022 – open-ended