

IOM Poland
CALL FOR APPLICATIONS

Reference Number : **PLCFA22-028**
Position Title : **Warehouse Assistant**
Duty Station : **Rzeszow, 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 guidance and the general supervision of Project Coordinator and direct supervision of the Shelter/NFI Coordinator the candidate will be responsible for stock receiving, dispatch, inventory, supervision of stacking, packing and reporting.

Core Functions / Responsibilities:

1. Safely unpack and evaluate incoming items for correct count as per the packing list and purchase orders.
2. Conduct visual control of goods
3. Label and mark received commodities and prepare for warehouse transfer as per the floor and stacking plan.
4. Ensures proper storage has been done.
5. Monitors and keeps proper records of trucks transporting cargo into IOM Warehouse.
6. Coordinate and assist logistic cluster workers in loading and unloading of cargo from trucks.
7. Controlling the level of adequate stock to be present at all times and rotate stocks for space optimization.
8. Keeps proper records visible at all times of all relevant information i.e., balance of material
9. Update commodity tracking tools such stock cards/bin cards, stock registers and data bases as per the systems and procedures in place, also online
10. Prepare relevant documentation in relation to deliveries such as GRN, waybills, goods damage report, inventory report, non-conformity report etc. as per IOMs warehouse Manual.
11. Maintain all related paperwork properly filed as per the Audit Guidelines and Warehouse Manual.

12. Coordinate with logistic cluster wage workers for day-to-day tasks, and any related paperwork is submitted to the office in a timely manner such as payment request or attendance sheets
13. Perform safety operation of material handling equipment and hand tools such as forklifts, pallet jacks (manual and electric), carts, dollies, box cutters, wire cutters, etc.—to unload trucks and stock the warehouse.
14. Communicate discrepancies or issues as they occur to the supervisor.
15. Perform physical counts, comparing and verifying the quantities of stored goods with the warehouse inventory database, on a weekly basis and on ad hoc basis whenever needed.
16. Adhere to safety protocols/rules at all times.
17. Take responsibility of related equipment such as labelling, strapping, sealing machines, conveyor belt and other related equipment in the warehouse for safety of use and maintenance.
18. Perform other related duties as required.

Required Qualifications and Experience

Education

- University degree in the relevant field of expertise (Business Administration, Logistics, Management) with minimum of a year of relevant professional experience; or
- High School degree with minimum of three years of relevant professional experience.

Experience and Skills

- Previous work experience with the UN and local and/or international NGOs is an asset.
- Effectively applies specialized knowledge of logistics, asset and stock inventory management.
- Effectively works with vendors and service providers in compliance with IOM procedures to secure cost-effective quality solutions for IOM
- Demonstrated ability to work well under pressure and keep deadlines;
- Strong work ethics and commitment.

Languages

Fluency in **Polish** and **English** is required. Ukrainian and/or Russian an 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**, specifying the vacancy reference number **PLCFA22-028** 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 30 March 2022 – open-ended