



## **Vacancy Notice**

Open for external and internal candidates

Reference Number : **PLSVN23-089**  
Position Title : **National Supply Chain Officer**  
Duty Station : **Warsaw**  
Classification : **National Officers, NOA**  
Type of Appointment : **Special Short Term Graded** (Monthly base salary: **14 473,25 PLN**)  
Estimated start date : **As soon as possible**  
Closing Date : **19 November 2023**

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 (CoM) and direct supervision of the Resources Management Officer (RMO), and in close collaboration with the Regional Office for Brussels, and in coordination with the Supply Chain Division at Headquarters (HQ), the National Supply Chain Officer will be responsible and accountable for supply chain activities, guided by Supply Chain Management (SCM) objectives to deliver quality goods/services to the beneficiaries at optimal price and in a timely manner.

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

1. Assist with the coordination and monitoring of Logistics and Procurement actions within Poland, including assets control, supply and contractual agreements for goods, services and maintenance.
2. Support the RMO in conducting logistics capacity assessment and market research to keep abreast decisionmakers about local market trends and developments; prepare statistical data and market reports on the commodity situation, production patterns and availability of good and services.
3. Coordinate and monitor all supply chain management related tasks and activities, including planning, budgeting, scheduling and provision of goods and services needed by the CO. Prepare regular progress reports, statistical information and briefing notes, as required.
4. Contribute to the management of the supply chain activities in the CO, including planning, procurement, warehouse management, transport and distribution, fleet, assets and facilities management, logistics information management and reporting, and provide support, guidance and training to the relevant staff with respect to the related policies, rules and regulations.

5. Liaise with the RMO and procurement staff in the field offices regarding all Supply Chain and service requirements, consolidate overall procurement (or service) requirements and optimize purchasing power, make suggestions to increase the effectiveness and accuracy of all Logistics and Procurement procedures.
6. Identify supply chain bottlenecks (value stream mapping) and propose the optimization of the processes to fill the gaps and ensure beneficiaries receive quality goods and services in a timely and efficient manner.
7. Contribute to the review of the procurement requests, identify service providers, and evaluate information regarding vendor's performance in terms of quality, prices, and timely delivery of goods/services. Maintain a pool of qualified vendors.
8. Solicit bids, quotations and tender documents, oversee bidding process and provide support for executing the procurement transactions, analyze the offers assuring conformity to specified requirements; conduct appraisals and select suppliers, and confirm terms of payment; prepare purchase orders and ensure receiving authorization in line with the CO's delegation of authority (DOA) matrix.
9. Liaise with the programme management and provide technical support in preparing and issuance of "Call for Proposals", Implementing Partner Agreements and bidding documents for the tendering processes of the programmes/projects. Ensure bidding processes are conducted fairly, transparently and in accordance with the existing procurement rules and regulations.
10. In coordination with relevant parties, ensure timely submission of asset, procurement and other reports within the CO, Regional Office and relevant HQ departments, as appropriate.
11. Contribute to the establishment and management of robust appropriate internal control mechanisms for Supply Chain Management process to safeguard the Organization's assets and prevent fraud, while implementing country specific administrative procedures in accordance with the Organization's rules and regulations.
12. Coordinate the maintenance and repair of office facilities, including preventive maintenance. Contribute to the establishment of maintenance agreements with competent service providers when it is feasible and determined to be cost effective.
13. In support to the RMO, provide training and guidance to the SCM staff of CO, while monitoring, evaluating and supporting their professional and career development.
14. Create and maintain the database of vendors and contractors' accreditation and evaluation status to ensure a pool of reliable service providers to address the needs of the Mission.
15. Perform such other duties as may be assigned.

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

### **Education**

- Master's degree in Business Administration, Supply Chain Management, Logistics, Procurement, or a related field from an accredited academic institution; or,
- University degree in the above fields with **two years** of relevant professional experience.

### **Experience and Skills**

- Experience in managing diverse procurement and logistics operations; and,
- Demonstrated experience in training and supervising teams of co-workers, managing vendors and suppliers.
- Experience in liaising with Polish government authorities.
- Experience working with and negotiating with vendors in Poland.
- Extensive knowledge of IOM/UN internal procurement and financial rules, as well as IOM's system and processes as they apply to procurement and logistics; and,
- Excellent level of computer literacy and good knowledge of SAP is an advantage.

## Languages

Fluency in **English** and **Polish** is required.  
Working knowledge in **Russian** is desirable.

## Required Competencies

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

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

**Values** - all IOM staff members must abide by and demonstrate these 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.
- **Courage:** demonstrates willingness to take a stand on issues of importance.
- **Empathy:** shows compassion for others, makes people feel safe, respected and fairly treated.

**Core Competencies** – behavioural indicators *level 2*

- **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.

**Managerial Competencies** – behavioural indicators *level 2*

- **Leadership:** provides a clear sense of direction, leads by example and demonstrates the ability to carry out the organization's vision; assists others to realize and develop their potential.
- **Empowering others:** creates an enabling environment where staff can contribute their best and develop their potential.
- **Building trust:** promotes shared values and creates an atmosphere of trust and honesty.
- **Strategic thinking and vision:** works strategically to realize the Organization's goals and communicates a clear strategic direction.
- **Humility:** Leads with humility and shows openness to acknowledging own shortcomings.

## 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 send completed **Personal History Form** and **CV in English** to [iompolandapplications@iom.int](mailto:iompolandapplications@iom.int) email specifying the Vacancy Reference Number **PLSVN23-089** and **full name** in the subject line (e.g., "PLSVN23-089 – Jane SMITH").

Please click this link to access [Personal History Form](#)

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 13 November 2023 until 19 November 2023