



## Vacancy Notice

### Open to Internal and External Candidates

Vacancy Number : **UA90VN/2024/18**  
Position Title : **Supply Chain Assistant**  
Duty Station : **Warsaw, Poland**  
Classification : **General Service Staff, Grade G5**  
Type of Appointment : **One-Year Fixed Term, with possibility of extension**  
Estimated Start Date : **As soon as possible**  
Closing Date : **22 April 2024**

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

#### **Context:**

The United States Refugee Admissions Program (USRAP) operates world-wide with a target of providing resettlement opportunities to thousands of individuals each year. IOM provides a range of services and support to the USRAP including, but not limited to, case processing, migration health assessments, cultural orientation training, organized transportation and administration of a travel loan and collections program. The Department of Operations and Emergencies (DOE), specifically the Resettlement and Movement Division (RMM), has the organizational responsibility to provide direction, oversight and guidance to IOM's global support to all resettlement programs.

Under the overall supervision of the Deputy Chief of Mission (DCOM Management) in Ukraine and direct supervision of the Supply Chain Officer based in Ukraine and in close collaboration with Global Procurement and Supply Unit in Manila and Supply Chain Unit in IOM Ukraine, the incumbent will be responsible and accountable for providing necessary support to procurement functions of USRAP Programmes in Warsaw Poland. The person will be responsible for the following:

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

### **Procurement**

- Receive and consolidate all procurement requisition forms; verify they have all the required information and comply with the Purchase Authorization Matrix and other office instructions and obtain any necessary additional information.
- Assist supervisors in more complex, higher-value purchases.
- Prepare tender documents, solicit bids and quotations as applicable; prepare bid analysis summary and share it with the requesting unit; may participate in the evaluation process and provide technical inputs.
- Once the purchase is approved, confirm terms of agreement with selected suppliers, prepare the relevant documentation (purchase order, contract, etc.) and coordinate the required authorizations.
- Monitor status of open requisitions and follow up on the timely delivery of goods and services; upon delivery, coordinate with the receiving unit to obtain satisfactory delivery notes.
- Review vendor invoices, prepare payment requests and coordinate with Finance the timely payment to suppliers/service providers.
- Create and maintain physical and electronic records of all documentation through the procurement cycle in accordance with IOM instructions and procedures; retrieve, present and analyse information from the system and prepare periodic reports highlighting issues that require attention.
- Conduct market surveys to identify potential new suppliers/service providers; participate in their evaluation regarding quality, prices and services in line with the organization's best interests.
- Keep track of any contractual agreements and inform concerned parties for timely renewal; monitor office supplies and service and prepare requisitions when required and coordinate with Finance Unit the payment of utilities invoices.
- Provide briefing and technical guidance to all staff in the office on procurement related instructions and procedures.

### **Logistics**

- Perform logistics tasks related to property and asset management, warehousing, insurance coverage, maintenance, and transportation.
- Coordinate fleet operations activities including preparation of daily vehicle schedule, monitoring of vehicle logbooks, and coordination of vehicle maintenance.

### **General**

- Perform other duties as may be assigned.

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

### **Education**

- University degree in Business Administration, Accounting, Logistics, Supply Chain Management, or a related field from an accredited academic institution with three years of relevant professional experience; or
- High school diploma with five years of relevant professional experience
- Certification in Procurement, Logistics or Supply Chain Management is an advantage

### **Experience**

- Experience in procurement and logistics and working with vendors and service providers;
- Experience with asset management process;

- Experience working with IOM/UN Procurement and Logistics Rules and Procedures is an advantage
- Experience working in an international organisation an advantage.

## **Skills**

- High level of computer literacy
- Knowledge of SAP highly desirable
- Ability to work with national and international institutions;
- Ability to prepare clear and concise report;
- Excellent communication and negotiation skills

## **Languages**

For all applicants, fluency in **English** and **Polish** is required (oral and written).

## ***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 five values:**

- **Inclusion and respect for diversity:** Respects and promotes individual and cultural differences. Encourages diversity and inclusion.
- **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 1**

- **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 actions and delegated work.
- **Communication:** Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

### ***Other:***

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: [rscrecpl@iom.int](mailto:rscrecpl@iom.int)**, specifying the vacancy reference number and full name in the subject line (e.g., "UA90VN/2024/18").

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

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.

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***Posting period:***

From 05 April 2024 to 22 April 2024