



International Organization for Migration (IOM)
The UN Migration Agency

VN 2024 / F / 006

Open to Internal and External Candidates

Position Title : **Procurement and Admin Associate**
Duty Station : **Tangier, Morocco**
Classification : **G.5**
Type of Appointment : **Fixed term, one year with possibility of extension**
Estimated Start Date : **As soon as possible**

Closing Date : **September 4th, 2024**

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, 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 migrants. IOM has been present in Morocco since 2001, and opened the mission in Rabat in 2007.

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

Context:

Under the supervision of the COP/Head of Sub-Office, the supervision of the Sub-Office RMO and under the direct supervision of the Sub-Office National Administrative Officer Tangier Sub-Office, the Procurement and Admin Associate will ensure follow-up and organization of administrative, procurement, and logistics tasks according to IOM regulations, the successful candidate will closely coordinate with Finance and Grants team members and other program units to ensure operations are conducted in a timely manner and in compliance with IOM rules.

The Procurement and Admin Associate is responsible for the following:

Core Functions / Responsibilities:

1. Assist with the supply chain activities in the CO, including planning, procurement, logistics information management and reporting, and provide support to the relevant staff with respect to the related policies, rules and regulations.
2. Review 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.

3. 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.
4. Liaise with the program management and provide technical support in preparing and issuance of "Call for Proposals" and bidding documents for the tendering processes of the programs/projects. Ensure bidding processes are conducted fairly, transparently and in accordance with the existing procurement rules and regulations.
5. Contribute with the establishment and implementation of robust appropriate internal control mechanisms for Supply Chain Management process to safeguard the Organization's assets and prevent fraud, while ensuring that country specific administrative procedures are in place and followed in accordance with the Organization's rules and regulations.
6. Perform such other duties as may be assigned

Required Qualifications and Experience

Education

- University degree in Business Administration, Management, Logistics, Procurement or a related field from an accredited academic institution with three years of relevant professional experience; or,
- School diploma with five years of relevant professional experience.

Experience

- Experience in managing diverse procurement and logistics operations; and,
- Demonstrated experience in training and managing large teams of co-workers, managing vendors and suppliers.

Skills

- 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 or Oracle is an advantage.

Languages

For this position, fluency in French is required (oral and written). Working knowledge of Arabic and English is highly desirable.

Required Competencies

Values - all IOM staff members must abide by and demonstrate these three 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 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 action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

Other

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

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

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

How to apply:

Interested candidates are invited to submit their applications (CV/Resume + Cover Letter + 2 referees "current and previous direct supervisors") to imrecrutetanger@iom.int, by September 4th, 2024 at the latest, referring to this advertisement. The application email subject should be « **Procurement and Admin Associate-FORSATY Plus** ».

In order for an application to be considered valid, IOM only accepts online profiles duly completed.

Only shortlisted candidates will be contacted.

Posting period:

From 22.08.2024 to 04.09.2024