



International Organization for Migration (IOM)
The UN Migration Agency

GENERIC POST DESCRIPTION

I. POSITION INFORMATION	
Position title	Supply Chain Assistant
Position grade	G-5
Duty station	Rabat
Position number	
Job family	Supply Chain Management (SCM)
Organizational unit	Resource Management Unit
Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position?	Country Office
Position rated on	TBC
Reports directly to	
Number of Direct Reports	Direct SES reports to the position, for example: 5
II. ORGANIZATIONAL CONTEXT AND SCOPE	
Under the overall supervision of the Grant Officer and direct supervision of the National supply chain officer, and in close collaboration with the CO Programme Managers, the successful candidate will be responsible 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.	
III. RESPONSIBILITIES AND ACCOUNTABILITIES	
1. Assist with coordination and monitoring of 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. 2. 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. 3. 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. 4. 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.	

5. Liaise with the programme management and provide technical support in preparing and issuance of "Call for Proposals" 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.
6. 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.
7. Perform such other duties as may be assigned.

IV. REQUIRED QUALIFICATIONS AND EXPERIENCE

EDUCATION

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

V. LANGUAGES

Required (specify the required knowledge)	Desirable
External applicants are required to be proficient in English and have at least a working knowledge of one additional UN Language (French, Spanish, Arabic, Russian or Chinese).	Working knowledge of Arabic, French and/or Spanish.

Fluency in English is required.	
VI. COMPETENCIES¹	
Values - all IOM staff members must abide by and demonstrate these three values: • <u>Inclusion and respect for diversity</u>: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible. • <u>Integrity and transparency</u>: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct. • <u>Professionalism</u>: 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 <i>level 2</i> • <u>Teamwork</u>: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results. • <u>Delivering results</u>: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes. • <u>Managing and sharing knowledge</u>: continuously seeks to learn, share knowledge and innovate. • <u>Accountability</u>: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work. • <u>Communication</u>: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way. Managerial Competencies – behavioural indicators <i>level 2</i> • <u>Leadership</u>: 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. • <u>Empowering others & building trust</u>: creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential. • <u>Strategic thinking and vision</u>: works strategically to realize the Organization's goals and communicates a clear strategic direction.	
SIGNATURES:	
1ST LEVEL SUPERVISOR	DATE
2ND LEVEL SUPERVISOR	DATE

¹ Competencies and respective levels should be drawn from the Competency Framework of the Organization.