



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates

Position Title : **Procurement Specialist**
Duty Station : **EUBAM Odesa, Ukraine**
Classification : **[General Service, Grade G.6](#)**
Type of Appointment : **Fixed-Term, One Year with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **9 October 2023**



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 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 overall supervision of EUBAM Head of Mission and IOM Ukraine Chief of Mission, and under the direct supervision of the National Procurement and Logistics Officer (NPLO) based in EUBAM HQ in Odesa, with the administrative supervision of EUBAM Chief of Administration (CoA), the successful candidate will be responsible and accountable for provision of transparent and efficient procurement services, including fleet management and other administrative processes in the European Union Border Assistance Mission to Moldova and Ukraine (EUBAM).

Core Functions / Responsibilities:

Procurement

1. Carry out and support coordination of procurement activities in the office, including revision and consolidation of purchase request forms, organization and evaluation of bidding processes and follow up on purchase orders until the successful delivery of the products or services and timely payment to suppliers.
2. Support the development of procurement plans to optimize purchasing power and facilitate the implementation of project activities.
3. Participate in negotiations of terms and conditions of purchases and help resolve issues related to the delivery of goods and services.
4. Provide technical guidance to requisitioners and all staff in the office on preparation of specifications and procurement instructions and procedures. Participate in the development, evaluation, and updating of systems and procedures for procurement; suggest areas for improvement and risk-mitigation measures.

5. Identify local and international suppliers and service providers; participate in their evaluation taking into consideration quality, prices, reliability, and services and the organization's best interests. Update the roster/s of suppliers, implementation of supplier selection and evaluation.
6. Maintain and regularly update contracts and agreements, and progress toward the achievement of the procurement plans and schedules.
7. In collaboration with the Asset Control/Logistics Assistant conduct annual physical inventory to ensure accuracy of records and location of property, submit reports and other documents for assets disposal or transfer etc. to the National Procurement and Logistics Officer. Manage the storage facilities, monitor stock levels and ensure proper allocation of assets in EUBAM.

Logistics

8. Provide specialized support in the planning, implementation and monitoring of logistics activities related to property and asset management, warehousing, insurance coverage, maintenance, and transportation.
9. Provide administrative and logistical support in facilitating shipment and customs/brokerage related processes.
10. Provide procurement and logistics services for EUBAM conferences, events, workshops etc.
11. Prepare various statistics and administrative reports, including fuel report and follow up on a reimbursement scheme. Administrate relevant PRISM modules.
12. Coordinate service and maintenance of office facilities and equipment and a continued supply of all essential utilities and items used in the EUBAM HQ and UA Field Offices.
13. In collaboration with the Senior Driver submit to the National Procurement and Logistics Officer the daily/weekly plan of work for drivers and corresponding vehicles distribution. In collaboration with the Senior Driver develop vehicle maintenance plan and follow up on the repair process. Monitor the work of the drivers at EUBAM HQ and assign the day-to-day movements.

General

14. Ensure full compliance of procurement activities with the IOM's regulations and procedures.
15. Guide, train and may directly supervise junior staff in the Unit (UA Senior Driver and UA Transportation/Field Clerks – EUBAM service contract holders, non-IOM staff).
16. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- Bachelor's degree in Business Administration, Accounting, Logistics, Supply Chain Management or a related field from an accredited academic institution with four years of relevant professional experience; **or**
- High school diploma with six years of relevant professional experience.

Experience

- Experience in procurement and logistics and working with service providers and vendors;
- 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 in a multi-cultural setting an advantage;
- Proven knowledge of the PRISM ERP will be an essential asset;
- Valid driver's license of at least category B will be an asset.

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;
- Demonstrated ability to and exercise sound judgment;
- Ability to supervise staff and coordinate administrative activities
- Excellent communication and negotiation skills.

Languages

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

Competencies

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

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.

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 security clearances.

A prerequisite for taking up the position is legal residency in the country of the duty station and work permit, as applicable.

How to apply:

Interested candidates are invited to submit their applications using the [IOM Personal History Form](#) and sending to vacancies_ukraine@eubam.org by **09 October 2023** the latest, referring to this advertisement in the subject line of your message.

Only shortlisted candidates will be contacted.

Posting period:

From 18.09.2023 to 09.10.2023