



International Organization for Migration (IOM)
The UN Migration Agency

VACANCY NOTICE – RE-ADVERTISED

Open to Internal and External Candidates¹

Position Title : **Senior Procurement and Logistics Officer**
Duty Station : **Bucharest, Romania**
Classification : **General Service, Grade G6 (full-time)**
Type of Appointment : **Fixed term, one year with possibility of extension**
Estimated Start Date : **As soon as possible**

Closing Date : **30 July 2022**

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.

Context:

Under the overall supervision of the Head of Office (HoO) in Romania and direct supervision of the Resources Management Unit Coordinator, the successful candidate will be responsible in providing support in various procurement and logistics activities in accordance with IOM rules, procedures and regulations.

Core Functions / Responsibilities:

1. Research of the local market for procurement of goods or services requested by programmes as well as for office premises and equipment maintenance.

¹ Internal candidates are staff members holding a regular, fixed-term or short-term graded or ungraded contract, including Junior Professional Officers (JPOs) in the service of the Organization, unless otherwise specified in their contract. Staff members on special leave without pay (SLWOP) and staff members on secondment/loan released by the Organization are also considered internal candidates.



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2. Execute procurement processes that include requesting bids, preparing bids analyses, purchase orders, receiving reports and requests for payments;
3. Review procurement documents to determine adequacy of documentation, proper recording and accuracy of recorded transactions, noting any deviations or errors.
4. Prepare tendering documentation, review pertinent required tender documents and eligibility criteria, ensuring compliance with IOM Procurement policies and procedures.
5. Maintain all supporting documentation and requisite authorizations in accordance with IOM rules and regulations throughout the procurement process, including Purchase Requisition Forms (PRFs), Bids Analysis Summary, Purchase Orders, and Delivery Receipts and Bills.
6. Draft Purchase Orders, Supply and Service Contracts, Lease Agreements, Amendment to the Contracts and POs, Prepare Statement of Awards, Ensure that Contracts/PO are timely renewed.
7. Resolve issues/problems related to delivered goods / rendered services, including discrepancies between contracts/purchase orders and articles received; prepare, sign and return to vendor forms for unacceptable services and/or goods received.
8. Monitor POs and contracts including follow up actions and follow up for timely delivery of goods and services. Raise Change Order if required.
9. Identify new vendors for registration and inclusion in the roster for an enhanced competitiveness and benefit from opportunities for long-term agreements.
10. Ensure budget availability in order to cover the obligations made by the programme prior to raising any commitments.
11. Support in the maintenance of office and personnel assets inventory.
12. Support in the vehicles, office premises and equipment maintenance.
13. Monitor and renewal of office insurances (assets, vehicles, etc)
14. Support and assistance in drafting the office procurement planning
15. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- University degree in Business Administration, Management or a related field from an accredited academic institution, with 4 years of relevant professional experience; or
- Completed high school degree from an accredited academic institution, with 6 years of relevant professional experience.

Experience

- A minimum of three years of progressively responsible professional experience in procurement, administrative services or related area is required.



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- Experience working with an ERP system in the area of purchasing and/or supply chain is desirable.
- Professional experience in procurement, contract management, or a related area, within the UN common system or in an international public organization, is an advantage.
- Demonstrated experience in managing vendors and suppliers.

Skills

- Demonstrated ability to work across a wide variety of sectors/teams on cross-cutting themes;
- Ability to organize work, work independently and prioritize work under pressure, coordinate multiple tasks, maintain attention to detail, and coordination with a variety of stakeholders.
- Proficient in Microsoft Office applications, e.g. Word, Excel,
- Very good organizational and communication skills
- Ability to establish effective working relations in a multicultural team environment.
- Excellent interpersonal skills

Languages

Fluency in **English** and **Romanian** is required.

Any other IOM language (French, Spanish) is an advantage.

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.

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.



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- **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

This post is subject to local recruitment.

How to apply:

Interested candidates are invited to submit their applications including a cover letter not exceeding more than one page and Personal History Form to bucharestapplication@iom.int by **30 July 2022** referring to the vacancy notice number VN 2022-06 – Senior Procurement and Logistics Officer

Download the Personal History Form accessing [this link](#).

The UN salary scale can be accessed at the following link: [UN Salaries-Romania](#)

For an application to be considered valid, IOM only accepts applications duly completed. Only shortlisted candidates will be contacted.

Posting period:

From 22.07.2022 to 30.07.2022