



IOM International Organization for Migration

Vacancy Notice 2022-53 Open to Internal and External Candidates

Position Title	: Procurement Specialist (EUBAM)
Duty Station	: Chisinau, Moldova
Classification	: Ungraded
Type of Appointment	: Special Short Term Ungraded Contract, with possibility of extension
Salary	: € 1330 fixed monthly amount (payments shall be done in Moldovan Lei at the UN operational rates of exchange at the month of payment)
Estimated Start Date	: 1 April 2023
Closing Date	: 14 March 2023

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. 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. Well qualified candidates, particularly women, persons with disabilities, Roma and other ethnic or religious minorities, persons living with HIV are particularly encouraged to apply.

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:

Fully funded by the European Union within the context of the European Neighbourhood and Partnership Instrument, and with the International Organisation for Migration (IOM) acting as implementing partner, EUBAM is an advisory, technical body mandated to enhance the border-management capacities of local partners – the border guard and customs authorities and other law enforcement and State agencies of Moldova and Ukraine.

Under the direct supervision of the National Procurement and Logistics Officer, with overall supervision from the Chief of Administration, EUBAM and with technical supervision from the Senior Procurement Specialist in Kyiv and IOM Chisinau RMO, the successful candidate will be responsible and accountable for supporting the execution of transparent and efficient logistics, administrative and overall backstopping services to EUBAM in Moldovan.

Core Functions / Responsibilities:

1. With guidance from the National Procurement and Logistics Officer, contribute to full compliance of administrative, procurement and logistics activities with the IOM's requirements and procedures, implementation of the effective internal control.

2. With support from the National Procurement and Logistics officer, contribute to all EUBAM procurement and logistics activities in Moldova.
3. Contribute to the preparation of procurement plans for all EUBAM related activities.
4. In coordination with the National Procurement and Logistic Officer, facilitate project audit, monitoring, evaluation, field visits, missions of EUBAM experts from the procurement standpoint. Contribute to implementation of the internal control system, report any identified weaknesses.
5. In collaboration with the Senior Driver, develop a vehicle maintenance plan and follow up on the repair process, and support proper vehicle management, including vehicle registration.
6. Receive, inspect, verify and tag all incoming equipment, furniture and supplies and schedule deliveries to end users. Collect information on assets management, maintain the records and files on assets management, code and report about the results to the National Procurement and Logistics Officer and Senior Procurement Specialist in Kyiv.
7. Conduct annual physical inventory to ensure accuracy of records and location of property, submit reports and other documents for assets disposal or transfer to the National Procurement and Logistics Officer and the Senior Procurement Specialist in Kyiv.
8. Administrate relevant PRISM modules. Support the preparation of various statistic and administrative reports, including fuel report and follow up with the reimbursement scheme.
9. Update the roster/s of suppliers, implementation of supplier selection and evaluation, as well as maintain and regularly update the contract, procurement and administrative hard copies and electronic data bases.
10. Negotiation of contracts with vendors and preparation of the contracts in full conformity with IOM rules and regulations; Coordination of prepared draft contracts with IOM LEG Department.
11. Perform such other relevant duties as may be assigned.

Required Qualifications and Experience

Education and Experience:

- Completed university degree from an accredited academic institution preferably in Business Administration, International Relations, Procurement and Logistics or related field.
- Five years of experience in Procurement, Logistics and/or Fleet management, preferably with international organizations.
- Excellent level of computer literacy.
- Good knowledge of SAP/PRISM an advantage.

Languages:

- Fluency in English, Romanian and Russian.

Required Competencies

The successful candidate is expected to demonstrate the following values and 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 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, security clearances, and a valid COVID certification.

How to apply:

Interested applicants are invited to send the [Personal History Form](#) and cover letter in English to: hrchisinau@iom.int.

Please, indicate the position you are applying for and reference code in the subject line of your message.

Closing date for applications is **14 March 2023**.

Those candidates who have already applied in response to earlier advertisement will be automatically considered and do not need to apply again.

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

Only shortlisted candidates will be contacted.