



IOM International Organization for Migration

## Vacancy Notice 2023-41 Open to Internal and External Candidates

Position Title	: <b>National Supply Chain Officer</b>
Duty Station	: <b>Chisinau, Moldova</b>
Classification	: <b>National Officer Category, Grade NO-A, UN Salary Scale</b>
Type of Appointment	: <b>Fixed term one year, with possibility of extension</b>
Estimated Start Date	: <b>ASAP</b>
Closing Date	: <b>October 16, 2023</b>

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:**

Under the overall supervision of the Chief of Mission (CoM) and direct supervision of the Resources Management Officer (RMO); and, in close collaboration with the Regional Office, the successful candidate in coordination with Global Procurement and Supply Unit (GPSU) in Manila Administrative Centre (MAC) will be responsible and accountable for procurement and supply chain activities measured by Supply Chain Objectives and Goals as follows:

- Best Value Sourcing and Value for Money;
- Availability and Quality Assurance;
- Compliance and Stewardship; and,
- Productivity and Efficiency.

### **Core Functions / Responsibilities:**

1. Support the management of the procurement activities and provide first-line support, guidance and training to the relevant Country Office (CO) staff with respect to policies, rules and regulations relating to procurement and supply chain matters.
2. Oversee supply chain activities related to the emergency and post-emergency operation, ensuring all critical work and documentation are in order, on time and of high quality.
3. Monitor implementation of appropriate procurement processes, procedures and solutions, ensuring the application of solid internal control systems.

4. Contribute to the management and monitoring of all supply chain tasks and activities, including budgeting, scheduling and provision of materials and equipment needed by the CO. Prepare regular progress reports, statistical information and briefing material as required.
5. Contribute to the review of procurement requests, identify service providers, and evaluate information regarding vendor's performance in the areas of quality, prices, and delivery of goods in view of the Organization's best interests.
6. Solicit bids, quotations and tender documents; oversee bidding process and provide support for procurement transactions, analyze them for conformity to specified requirements; conduct appraisals and select suppliers, and confirm terms of payment; prepare purchase orders and verify receiving authorization by the RMO and the CoM.
7. Monitor the organization and maintenance of systems and procedures for procurement/contracting of supplies, equipment, services needed by the Country Office.
8. In coordination with the RMO, ensure that appropriate funds are available for purchase; verify receipts are received when payment is conducted in cash; request authorization regarding bank transfer payments.
9. Assist the RMO in identifying the supply chain bottlenecks (value stream mapping) and propose ways to fill in the gaps and ensure proper distribution mechanisms are in place.
10. Liaise with the programme management in field operations and provide technical support in preparing and issuing calls for proposals and bidding documents for the tendering processes of the projects. Monitor that bidding processes are done fairly, transparently and in accordance with the set rules and regulations under the Procurement Manual. Contribute to the development and implementation of the Supply Chain initiatives and projects in the country, in accordance with the Supply Chain Framework.
11. Implement contract tracking and administration system to maintain proper tracking and monitoring of contracts/agreements procured by the CO. In coordination with RMO, draft contract agreements and assist with the proper coordination with the Department of Legal Affairs (LEG) in HQ adhered prior to any engagement to the contracting party.
12. Support the monitoring of the maintenance and repair of office facilities, including preventive maintenance. Contribute to the establishment of maintenance agreements with competent service providers, when it is feasible and determined to be cost effective.
13. Participate and engage actively in the UN inter-agency meetings and forums related to the procurement and logistics field.
14. 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 two years of relevant professional experience

#### **Experience:**

- Experience in managing and supervising logistics and procurement activities.
- Experience in administration, logistics and procurement, preferably in procurement/logistics at IOM, UN agency or other International Organization.

#### **Skills:**

- Ability to prepare clear and concise reports and to analyse and interpret source information and data.

- Proficient in computer application. Having knowledge and experience in SAP is an advantage.
- Excellent negotiation and communication skills.
- Sound time management and commitment to quality skills.
- Excellent leadership and decision-making skills.
- Technology savvy.
- A strong sense of ethics.

**Languages:**

Fluency in English and Romanian both oral and written is required. Fluency in Russian, both oral and written is desirable.

***Required 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: maintain 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.
- 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.

**Managerial Competencies – behavioural indicators *level 2***

- Leadership: 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 leadership and professional potential.
- Empowering others: Creates an enabling environment where staff can contribute their best and develop their potential.
- Building Trust: Promotes shared values and creates an atmosphere of trust and honesty.
- Strategic thinking and vision: Works strategically to realize the Organization’s goals and communicates a clear strategic direction.

- **Humility:** Leads with humility and shows openness to acknowledging own shortcomings.

***Other***

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

Internals of the Organization and NMS candidates will be considered as first-tier candidates. This vacancy is also open to second-tier candidates.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, security clearances, and a valid COVID certification.

Only candidates residing in the country 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, and work permit, as applicable.

***How to apply:***

Interested applicants are invited to send the Personal History form

[https://civic.md/userfiles/attachments/14191/IOM\\_Personal\\_History\\_Form.xls](https://civic.md/userfiles/attachments/14191/IOM_Personal_History_Form.xls) and cover letter in English to: [harchisinau@iom.int](mailto:harchisinau@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 **16 October 2023**.

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

**Only shortlisted candidates will be contacted.**

***Posting period:***

From 09.10.2023 to 16.10.2023