



Vacancy Notice No : VN 2022/09
Position Title : Procurement Assistant
Duty Station : Belgrade
Classification : General Service Staff, G5
Type of Appointment : OYFT (with possibility of extension)
Estimated Start Date : September 2022*
Closing Date : 18 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.

General functions

Under the overall supervision of the Head of Office in Belgrade and direct supervision of the Senior Resources Management Officer (SRMO); and, in collaboration with relevant units at the IOM Serbia, the incumbent will be accountable and responsible for performing a range of procurement functions for the mission and projects in line with IOM policies, rules and regulations. In particular the incumbent will::

- Receive and consolidate all procurement requisition forms; verify they have all the required information and comply with the Purchase Authorization Matrix and other office instructions and obtain any necessary additional information.
- Assist supervisors in more complex, higher-value purchases.
- Prepare tender documents, solicit bids and quotations as applicable; prepare bid analysis summary and share it with the requesting unit; may participate in the evaluation process and provide technical inputs.
- Once the purchase is approved, confirm terms of agreement with selected suppliers, prepare the relevant documentation (purchase order, contract, etc.) and coordinate the required authorizations.
- Monitor status of open requisitions and follow up on the timely delivery of goods and services; upon delivery, coordinate with the receiving unit to obtain satisfactory delivery notes.
- Review vendor invoices, prepare payment requests and coordinate with Finance the timely payment to suppliers/service providers.
- Create and maintain physical and electronic records of all documentation through the procurement cycle in accordance with IOM instructions and procedures; retrieve, present and analyse information from the system and prepare periodic reports highlighting issues that require attention.
- Conduct market surveys to identify potential new suppliers/service providers; participate in their evaluation regarding quality, prices and services in line with the organization's best interests.
- Keep track of any contractual agreements and inform concerned parties for timely renewal; monitor office supplies and service and prepare requisitions when required and coordinate with Finance Unit the payment of utilities invoices.
- Provide briefing and technical guidance to all staff in the office on procurement related instructions and procedures.

- Provide training and guidance to new/junior staff in the Mission.
- Responsible for creation of PO in SAP for all mission projects.
- Perform other duties as may be assigned by the Head of Office

Desirable Qualifications and Experience:

Education:

- University degree in Business Administration, Accounting, Logistics, Supply Chain Management or a related field from an accredited academic institution with three years of relevant professional experience; or
- High school diploma with five years of relevant professional experience
- Certification in Procurement, Logistics or Supply Chain Management is an advantage

Experience:

- Experience in procurement and logistics and working with vendors and service providers;
- 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 an advantage

Languages Required

Fluency in English

How to apply:

Interested candidates to submit their applications as soon as possible by sending IOM Personal History form in English language available on IOM Serbia [website](#) and a motivation letter, not more than one page, via email to iombegvacancy@iom.int quoting this respective Vacancy notice number (VN 2022/09) in the subject.

Only shortlisted candidates will be contacted.

***Position is subject to availability of funding**

Posting period: From 04.07.2022 to 18.07.2022

The incumbent 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 – behavioral 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.