

# GENERIC POST DESCRIPTION

## SECTION 1

### Position Information

VN	IOM/DAR/019/2024
Position Title	Senior Procurement and Logistics Assistant
Position Grade	G-6
Duty Station	Dar es Salaam, Tanzania United Republic Of
Duration	1 Year Fixed-Term Contract with possibility of extension
Position Number	N/A
Job Family	Resource Management
Organizational Unit	I0004597
Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position?	Country Office
Position rated on	12 September 2023
Reports directly to	Procurement and Logistics Officer
Number of Direct Reports	0

## SECTION 2

### Organizational Context and Scope

Under the overall supervision of Senior Resource Management Officer and direct supervision of the Procurement and Logistics Officer, the incumbent will be responsible for organizing procurement activities including obtaining quotations, tendering, purchase and delivery of office supplies and materials and equipment and providing project logistics and administrative support as well as preparing requests for payments, reporting, and encoding.

### SECTION 3

## Responsibilities and Accountabilities

1. Receive all procurement and supply requisitions from all offices and project managers; make sure all are endorsed prior to procuring using the IOM authorization matrix as applicable for the mission.
2. Process purchase requisitions (PR), requests for quote (RFQ) with vendor/s, prepare bid analysis summaries (BAS) followed by final preparation of purchase order (PO) through PRISM system using Material Management (MM) module. Make sure POs are delivered to suppliers and vendors and their signatures obtained.
3. Ensure all purchases are performed according to IOM procurement rules and implement appropriate mechanisms to avoid fraud and ensure transparency.
4. Provide a monthly checklist on open commitments and follow up with relevant colleagues to ensure timely closure of all the PRs and POs in the PRISM system.
5. Manage cost effective procurement services in contracts and long-term agreements (LTA) in support of IOM Tanzania operations.
6. Make sure assets (IOM and beneficiary) are created in PRISM through MM prior to procurement and acquired and transferred, deactivated once project is completed.
7. Advise project managers and supervisors on offers collected and best goods/services to be procured.
8. Follow-up with suppliers and ensure timely delivery of requested supplies and materials and keep the concerned project staff informed on the status of the delivery.
9. Coordinate with the receiving unit on Goods/Services to be received and obtain the satisfactory delivery notes and invoices from the receiving unit.
10. Maintain efficient filing system for all documents, reports and procurement records, tenders, bids, etc. and make sure it updated regularly.
11. Compile with the help of the NPLO a comprehensive database on the reliable vendors, service providers, contractor that could be used in Tanzania and conduct bi-annual vendor performance reviews, identify specialized supplier opportunities, and implement vendor accreditation processes as required.
12. Coordinate with the Finance Department to ensure that prior to the final ordering and delivery of the equipment/materials, the project code, account code and budget line item have been determined.
13. Maintain an office supplies registry and conduct periodic stock taking to ensure that stationery and cleaning supplies are replenished in a timely manner.

14. Provide logistics assistance to projects including, but not limited to identifying appropriate venues for training/workshops, assisting Programme Assistants in preparing and compiling training materials, etc.
15. Prepare Service Agreements as and when required and ensure that LEG Dept. in Geneva has reviewed and endorsed the agreements/contracts prior the signature.
16. Liaise with suppliers and manufacturers for repair and warranty of damaged equipment's.
17. Oversee management of the Country Office's fleet as required at the duty station.
18. Provide technical supervision and technical guidance to the procurement and logistics team.
19. Perform any other duties as assigned.

#### SECTION 4

### Required Qualifications and Experience

#### EDUCATION

- University degree in Purchasing and Supplies/Logistics, Business Administration, or a related field from an accredited academic institution with four years of relevant professional experience; or,
- High School Diploma with training in Purchasing and Supplies/Logistics, Business Administration, or a related field and with six years of relevant experience

#### EXPERIENCE

- At least 5 years of professional work experience in Procurement and Logistics, preferably in a non-government organization or UN agencies.
- A thorough understanding of IOM Procurement and Logistics policies, rules and regulations is an advantage.
- Experience on VAT exemptions procedures and knowledge of government requirements on duty exemptions.
- Delivers on set objectives in hardship situations.
- Demonstrated ability to maintain integrity in performing responsibilities assigned.
- Works effectively with local authorities, stakeholders, beneficiaries, and the broader community to advance country or regional objectives.

#### SKILLS

- Excellent communication and negotiation skills.
- Ability to pay close attention to details, take initiative and work with minimal supervision.
- Knowledge of Word, Excel, etc. a requirement. Prior experience in usage of SAP an added advantage.

## SECTION 5

### Languages

#### REQUIRED

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

#### DESIRABLE

Working knowledge of French and/or Spanish is an advantage.

## SECTION 6

### Competencies<sup>1</sup>

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

**VALUES** - All IOM staff members must abide by and demonstrate these five values:

**Inclusion and respect for diversity:** Respects and promotes individual and cultural differences. Encourages diversity and inclusion.

**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 actions and delegated work.

**Communication:** Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring, and motivational way.

**OTHER:**

The UN system in Tanzania provides a work environment that reflects the values of gender equality, teamwork, diversity, integrity, a healthy balance of work and life and equal opportunities for all, including persons with disability.

Female candidates and qualified persons with disabilities are encouraged to apply for UN vacancies and are protected from discrimination during all stages of employment.

**NO FEES:**

IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training, or other fee). IOM does not request any information related to bank accounts.

**HOW TO APPLY:**

Interested candidates should fill in the PH form, submit CV's and cover letter indicating Vacancy Number with 3 professional references and contacts to email address: [tzvacancy@iom.int](mailto:tzvacancy@iom.int)

The vacancy is open for both Internal and External candidates Tanzanian national only.

Only e-mail applications will be considered.

For further information, please refer to: <https://tanzania.iom.int/careers>

**Posting period: From 23<sup>rd</sup> February 2024 – 07<sup>th</sup> March 2024**