



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates

Position Title	Procurement Assistant
Grade	G-4
Duty station	Manila (Global) Administrative Centre (MAC)
Job classification	General Staff
Type of Appointment	Fixed term, one year with possibility of extension
Duration of Assignment	One Year with possibility of extension
Salary	Php 540,912 per annum net of taxes
Closing date	26 May 2023

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 work environment. 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

The Manila Supply Chain Unit (MSCU) is responsible for implementing the policies and assist with training and dissemination of procurement best practices. MSCU provides advisory, back-office, and field support procurement services on IOM's projects implemented worldwide, both regular and emergency-related. Among others, it provides guidance and advice on IOM's procurement policy, e.g., it assists missions in developing procurement strategies, reviewing solicitation documents, proposals, and contracts.

Under the overall supervision of Head, Manila Supply Chain Unit and the direct supervision of Category Manager, the successful candidate will be responsible for assisting and providing global support on procurement for country offices worldwide.

Core Functions / Responsibilities

1. Provide procurement, logistical and administrative support in a timely and efficient manner in the acquisition of a wide variety of goods and services for efficient field operations.
2. Assist in drafting and preparing tender documents (e.g. Invitation to Bid, Request for Proposals and Request for Quotations) including bid evaluations based on the nature of the requirements and cost of procurement involved.
3. Obtain quotations/proposals and submit them within the required timeframe.
4. Provide support to end users in the review and evaluation of quotations/proposals against the specifications/terms of reference/statement of work and in consideration of best value for money.
5. Support case presentation for review and verification of appropriate review bodies, explaining the nature and purpose of the requirement, the procurement process undertaken, the

- recommendations and basis for award and ensure full compliance to the IOM Procurement Manual.
6. Prepare and issue Purchase Orders/Supply or Service Contracts.
 7. Support coordination of the delivery of procurement requisitions and perform follow up actions to ensure supplies reach field operations in good and complete order and services delivered according to project implementation schedule.
 8. Assist relevant officers in the processing of more complex, higher value purchasing operations. Distribute pertinent documents to concerned parties and take appropriate follow-up action, etc.
 9. Provide administrative assistance for the establishment of Global Long-Term Agreements.
 10. Research, retrieve and present information from a variety of internal and external sources of supply, vendors by commodity, etc., as well as obtain specifications for new products and equipment on the market.
 11. Prepare procurement monitoring reports and documents as required.
 12. Prepare Request for Payment for submission to Accounts Payable Unit for timely processing of payment to vendors.
 13. Perform other duties as may be assigned.

Education

- University degree in Procurement, Business Administration, Logistics, Supply Chain Management, Law, Economics, or another related field with at least two (2) years of relevant professional experience; or,
- High School Diploma with four (4) years of relevant experience.

Experience

- Experience with procurement activities (purchasing, vendor research, etc.).
- Experience conducting cost analyses and developing reports.
- Experience working with suppliers or other third parties on day-to-day basis.
- Experience in any UN system or any multicultural organization.
- Proficiency in SAP, MS Office applications such as Word and Excel.
- Excellent organizational skills with the ability to manage multiple tasks simultaneously under time constraints, accurate and detail oriented.
- Team player: ability to work effectively at different levels within and outside the organization and with colleagues from varied cultures and professional backgrounds.

Languages

For this position, fluency in English is required. Knowledge of a second official UN language is desirable.

Values

Inclusion & respect for diversity

- Shows respect and sensitivity towards gender, culture, ethnicity, religion, sexual orientation, political conviction and other differences.
- Encourages the inclusion of all team members and stakeholders while demonstrating the ability to work constructively with people with different backgrounds and orientations.
- Promotes the benefits of diversity; values diverse points of view and demonstrate this in daily work and decision making.
- Challenges prejudice, biases and intolerance in the workplace.

Integrity & transparency

- Upholds and promotes the Standards of Conduct and Unified Staff Regulations and Rules.

- Delivers on commitments; manages the organization's resources reliably and sustainably.
- Embraces and encourages transparency, balancing this with the need for discretion and confidentiality as appropriate.
- Maintains impartiality and takes prompt action in cases of unprofessional or unethical behaviour.
- Does not abuse one's position and acts without consideration of personal gain. Is motivated by professional rather than personal concerns.

Professionalism

- Demonstrates professional competence and mastery of subject matter and willingness to improve knowledge and skills.
- Seeks to raise professional standards in self and others through daily work and activities.
- Adapts quickly to change and is decisive and versatile in face of uncertainty.
- Shows self-control and persistence when faced with difficult problems, and remains calm in stressful situations.
- Is conscientious and efficient in meeting commitments, observing deadlines and achieving results.

Core Competencies

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.

Managing and sharing knowledge

Continuously seeks to learn, share knowledge and innovate.

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.

How to apply

Interested applicants may send their applications to hrmanila@iom.int no later than **26 May 2023**. VN Number and Position Title (**VN 089/2023 - Procurement Assistant**) should be specified in the SUBJECT field.

Applications must consist of a cover letter, a duly-accomplished IOM [Personal History Form](#), and a résumé highlighting education and experience relative to the above qualifications.

IOM welcomes applicants from qualified individuals, irrespective of their race, religion, skin, color, nationality, age, disability status, ancestry, sex, sexual orientation, gender identity or expression, marital status, family structure,

mental health status, or any other characteristic.

Only shortlisted candidates will be contacted.

Kindly note that this position is subject to funding availability.