



International Organization for Migration (IOM)

The UN Migration Agency

VN-2024-076GT

Open to Internal and External Candidates

Position Title : **Senior Supply Chain Assistant**
Duty Station : **Guatemala City, Guatemala**
Classification : **G7 (1 position)**
Type of Appointment : **OYFT (One Year Fixed Term) possibility to extend**
Estimated Start Date : **As soon as possible**
Closing Date : **April 16, 2024**
Reference code : **VN-2024-076GT**

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 environment. Applications from qualified female candidates are especially encouraged. For the purpose of the vacancy, the following candidates are considered as first-tier candidates:

1. Internal candidates
2. External female candidates.

Organizational Context and Scope

Under the overall supervision of the Resources Management Officer (RMO) and direct supervision of the Procurement and Logistics Officer (PLO) in Guatemala; and, in collaboration with relevant units at Headquarters and the Administrative Centres, the successful candidate will be responsible and accountable for managing the Senior Supply Chain Assistant functions in Country Office Guatemala.

Core Functions / Responsibilities:

- Coordinate and monitor all activities of the purchasing cycle, including but not limited to revision and consolidation of purchase request forms, organization of bidding processes, evaluation, delivery of goods and services, payment to suppliers, filing

system and reporting. May authorize purchases in line with Purchase Authorization Matrix.

- Work with managers in the development of procurement plans to optimize purchasing power and facilitate the implementation of project activities.
- Participate in negotiations of terms and conditions of purchases and resolve issues related to the delivery of goods and services.
- Provide technical guidance to requisitioners and all staff in the office on preparation of specifications and interpretation and implementation of procurement instructions and procedures.
- Identify local and international suppliers and service providers; participate in their evaluation taking into consideration quality, prices, reliability, and services and the organization's best interests.
- Create and implement administrative tools for tracking and monitoring of contracts, agreements, and progress of activities toward the achievement of the procurement plans and schedules.
- Participate in capacity development of staff, providers and partners on IOM's procurement processes and policies.
- Coordinate and monitor logistics activities related to property and asset management, warehousing, insurance coverage, maintenance, and transportation. Identify challenges and provide recommendations.
- Participate in the preparation of logistics plans and budget requirements for planned operations.
- Implement internal control mechanisms to safeguard the organization's assets and prevent fraud.
- Coordinate logistics operations with other UN Agencies, partners, and government authorities.
- Participate in the development, evaluation, and updating of systems and procedures for procurement/logistics; suggest areas for improvement and risk-mitigation measures.
- Guide, train and supervise staff in the Unit.
- Participate in inter-agency related working groups when requested.
- Perform other duties as may be assigned.

Required Qualifications and Experience

Education

- University degree in Business Administration, Accounting, Logistics, Supply Chain Management or a related field from an accredited academic institution with five years of relevant professional experience; or
- High school diploma with seven 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 service providers and vendors.
- 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 in a multi-cultural setting an advantage.
- Experience in training and coordinating teams.

Skills

- High level of computer literacy
- Knowledge of ERP Systems (e.g. SAP, ORACLE) highly desirable
- Ability to work with national and international institutions;
- Ability to prepare clear and concise report;
- Demonstrated ability to and exercise sound judgment;
- Ability to supervise staff and coordinate administrative activities
- Excellent communication and negotiation skills

Languages

Required

Fluency in Spanish (oral and written), Working knowledge of English (oral and written).

Required Competencies

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: 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.
- Resource Mobilization: Establishes realistic resource requirements to meet IOM needs

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 & building trust: creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.

- Strategic thinking and vision: works strategically to realize the Organization's goals and communicates a clear strategic direction.

How to apply:

To formally apply as a mandatory application method (Internal and External Candidates), send to the following email address: recruitment-gt@iom.int, and attach the following documents.

1. Curriculum Vitae (PDF format only)
2. A letter of interest (PDF format only)
3. **For internal candidates, submit your application from your institutional email; it is important to attach Personal History Form (PHF) generated from PRISM Applets.**

Email title must include:

1. Position Reference Code: **VN-2024-076GT**

The attachment must not be larger than 2MB.

Only shortlisted candidates will be contacted. Deadline to apply for this vacancy is April 16,2024.

To consider the candidacy valid, OIM only accepts documentation that meets the required and complete profile. Those applications received at a later date or that do not specify the name of the position will not be considered.

If you want to know more information about salary scale, visit the site: [UN - Salary Scale](#)

Posting period: From 02.04.2024 to 16.04.2024