

Special Vacancy Notice

Position Title : **Fleet and Assets Management Assistant**
Duty Station : **Tegucigalpa, Honduras**
Classification : **General Services**
Type of Appointment : **Contrato Especial de Corta Duración con Grado (SST Graded), G5**
Estimated start date : **As soon as possible.**
Closing Date : **October 1ST, 2024**
Reference Code : **SVN 014 2024**

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. 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.

Organizational Context and Scope

Under the overall supervision of the Chief of Mission, and the direct supervision of the Resources management Officer, the incumbent will be responsible for logistics management, including management of mission assets and fleet.

Core Functions / Responsibilities:

1. Coordinate with RMO to ensure compliance with asset inventory policy and ensure all newly purchased assets are registered through PRISM.
2. Conduct regular updates to PRISM asset data in line with asset movements and changes.
3. Ensure that for asset assigned to staff, appropriate AAF/AHF are issued. Coordinate with HR and IT Units on movable assets assigned to staff members.
4. Coordinate with all Project Managers to check/reconcile their assets physically with the data generated from PRISM, ensure assets are labelled and accordingly update PRISM asset data
5. Coordinate with the IOM mission in Honduras and PRISM team in Manila on any asset management matters.

6. Manage fleet of the mission, including IOM own vehicles as well as rented vehicles.
7. Coordinate with drivers on planning daily movements and ensure optimal utilization of available fleet.
8. Ensure fleet management is done in line to IOM Internal policies.
9. Ensure driver and vehicles are compliant to the national traffic regulations and requirements.
10. Perform such other duties as may be assigned.

Required Qualifications and Experience:

Education

- High school diploma or equivalent with at least five years of relevant work experience.
OR
- Bachelor's Degree or equivalent (preferably in business administration, management or logistics) with at least three years of professional work experience.

Experience

- Experience in asset and fleet management;
- Experience in logistics and transport management.

SKILLS

- Knowledge of supply chain management;
- Knowledge of assets and fleet management;
- Good knowledge of SAP/PRISM is an advantage.
- Excellent level of computer literacy;
- Experience of work for international organizations is an asset.

Languages

IOM's official languages are English, French, and Spanish.

REQUIRED

For this position, fluency in Spanish is required (oral and written).

DESIRABLE

Working knowledge of English is an advantage.

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: 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 – behavioural 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.

How to apply:

Candidatos interesados enviar su CV y Carta de Interés al correo recursoshumanoshonduras@iom.int con el código de la vacante (SVN 014 2024) en el asunto del correo a más tardar el 01 de octubre de 2024.

Candidatos internos enviar su CV, Carta de Interés y Formulario de Aplicación Interna al correo recursoshumanoshonduras@iom.int con el código de la vacante (SVN 014 2024) en el asunto del correo a más tardar el 01 de octubre de 2024.

Posting Perios:

Del 18.09.2024 al 01.10.2024