

## Vacancy Notice

Position title : **Senior Procurement and Logistics Assistant**  
Duty Station : **Tegucigalpa, Honduras**  
Classification : **General Services**  
Type of Appointment : **G7, One Year Fixed Term**  
Estimated Start Date : **As soon as possible.**  
Closing Date : **October 1<sup>st</sup>, 2024**  
Reference Code : **VN 018 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 (CoM) in IOM Honduras and direct supervision of the Resources Management Officer (RMO); and, in collaboration with relevant units at Headquarters and the Administrative Centres, the successful candidate will be responsible and accountable for managing the resources management functions in Sub-Office IOM Honduras

### ***Core Functions / Responsibilities::***

#### **Procurement**

- 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.

### **Logistics**

- 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.

### **General**

- 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 SAP 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

- For all applicants, Fluency in Spanish, 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: 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 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 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:**

- Interested internal candidates are invited to submit their applications by completing and sending a letter of interest, a CV and the internal application form to the following e-mail address: [recursoshumanoshonduras@iom.int](mailto:recursoshumanoshonduras@iom.int) by **October 1<sup>st</sup>, 2024 at the latest**, referring to this advertisement. Personal History Form optional.
- External Candidates that comply with the role will need to send the Resume and a letter of interest to [recursoshumanoshonduras@iom.int](mailto:recursoshumanoshonduras@iom.int) by **October 1<sup>st</sup>, 2024 at the latest**, referring to this advertisement.

#### **IMPORTANT:**

- The motivation/cover letter should be a maximum of 1 page long. It should state the position you are applying for (VN 021 2024).
- The CV should be a maximum of 2 pages long.

#### **KEEP IN MIND:**

- **Only the applications that comply with the required role will be taken into consideration.**
- **Those applications received after the due date or the ones that don't include the name of the position (VN 021 2024) as the subject, will not be considered.**
- **This vacancy is open for local staff with legal permit to work in the Country.**

#### ***Posting Period:***

From 18.09.2024 to 01.10.2024