



International Organization for Migration (IOM)
The UN Migration Agency

VN # IOM0523-07

Position Title : **Logistics and Procurement Assistant**
Duty Station : **Tehran, Iran**
Classification : *General service Staff, Grade G4*
Type of Appointment : *Fixed term, one year with possibility of extension*
Estimated Start Date : **As soon as possible**

Closing Date : **June 05th, 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.

Context:

Under the overall supervision of the Chief of Mission (CoM) and direct supervision of the RMO at IOM Tehran the selected candidate is responsible for the effective and efficient implementation of Logistics and Procurement tasks at IOM Iran.

Core Functions / Responsibilities:

1. Provide assistance in procurement and supply requisitions of office and project equipment, supplies, materials and office furniture.
2. Assist in monitoring office maintenance, supplies, utilities, and their invoicing, etc. Assist in organizing repairs of office equipment and machinery.
3. Monitor stock of office supplies/warehousing and organize replenishments when required.
4. Provide office, administrative and logistics support to meetings, committees, conferences, etc.
5. Set up and maintain office files and reference systems according to standard procedures and timely uploading documents on IOM platform (e-filing)
6. Make travel and hotel arrangements.
7. Assist in physical stock take of IOM Assets and Inventories.

8. Assist in keeping tracking of IOM vehicles mileages, fuel consumption and utilization.
9. Follow- up and ensure the timely delivery of procured supplies and materials by the vendors and report to the requester about the status of procurements, including estimated time of delivery and/or any changes which may affect pre-determined delivery conditions.
10. Prepare records of all transaction, ensuring that an efficient filing system for record of all quotations, copies of records of expenditure, receipts, local order forms, etc. are kept as per IOM procedures.
11. Assist in first review of vendor invoices to ensure compliance with order and goods received and prepare payment requests,
12. Assist in building management tasks, supervising cleaners and coordination with Security Focal Point.
13. Prepare weekly progress report for all procurement activities.
14. Perform other duties as required.

Required Qualifications and Experience

Education

- Bachelor's degree in management, Administration or alternatively with two years of relevant experience.

Experience

- Essential: At least two years' progressive working experience in procurement, logistics or administrative
- Previous experience in a procurement and administrative unit at an international organization is an advantage.

Skills

- High level of computer literacy in particular MS Office
- Ability to work with national and international institutions.
- Ability to prepare clear and concise reports.
- Ability to Prioritize and Adjust the activities and assignments.
- Knowledge of data protection guidelines and principles is an advantage.
- Advanced English writing and communication skills.
- Excellent research, writing, communication, and analytical skills; ability to prepare clear and concise reports.
- Good filing and organizational skills.

- Ability to maintain good working relationships with staff, experts, and visitors.
- ability to translate routine correspondence into English and reverse.
- good time management and stress management skills

Languages

- Fluency, both written and oral, in local language (Persian) and English is required.

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.

Core Competencies

- 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:

Interested candidates are requested to fill **the Personal History Form** attached and send it together with their **CV** and **cover letter** to the following address: iomtehran@iom.int no later than **05th June 2023**. Please take note that the vacancy notice number must be referred to in your application and/or cover letter. In order for an application to be considered valid, IOM only accepts profiles duly completed. Only shortlisted candidates will be contacted.

Posting period:

From 22.05.2023 to 05.06.2023