

Vacancy Notice CY2023-49

Open to Internal and External Candidates

Position Title : **Procurement Assistant**
Duty Station : **Nicosia / Cyprus**
Classification : **Grade G5**
Type of Appointment : **One-year Fixed Term, with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **26 January 2024**

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. The International Organization for Migration (IOM) is committed to the principle that humane and orderly migration benefits migrants and society. As the leading international organization for migration, IOM acts with its partners in the international community to: assist in meeting the growing operational challenges of migration management; advance understanding of migration issues; encourage social and economic development through migration, and; uphold the human dignity and well-being of 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.

Context:

Under the overall supervision of the Chief of Mission (CoM) in Cyprus and direct supervision of the Senior Accounting, Finance and Administration Assistant 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.

Core Functions / Responsibilities:

1. Ensure, in close coordination with Manila Global Procurement and Supply Unit (GPSU), compliance of procurement processes and procedures with IOM's procurement rules and regulations.
2. Assist in procurement activities in the Country Office, including obtaining quotations, tendering, preparation of evaluation and recommendation, Service Agreements and delivery of goods/services in accordance with IOM procurement policies and procedures.

3. Receive, review and clarify purchase orders (PO), specifications, WBS elements and other needed information from relevant staff on their requisitions. Check that all project-related purchases are reviewed and approved in line to the purchase authorization matrix.
4. Follow-up on PO status and keep respective Project Managers abreast of estimated time of delivery or any changes that may affect or modify the pre-determined delivery conditions. Ensure all expected merchandise is received in accordance with PO specifications.
5. Assist monitoring the delivery of ordered goods/services and check that all received goods/services are in accordance with the terms and specifications of the PO/service agreement. Ensure timely delivery of purchased goods/services.
6. Assist with the coordination of construction projects as well as Implementing Partners in order to provide guidance, technical assistance and expertise in planning procurement actions and logistical tasks and activities.
7. Maintain records of all transactions, ensuring that an efficient filing system for record of all quotations, copies of records of expenditure, receipts, local order forms, etc. are kept.
8. Prepare payment documentation and liaise closely with the finance section concerning payment of purchased and delivered goods and services.
9. Perform any other duties within the incumbent's capabilities as may be assigned.

Required Qualifications and Experience

Education

- University degree, or equivalent, or higher from an accredited academic institution preferably in Business Administration, Management, Logistics or Procurement with at least three years of relevant professional experience in Procurement & Logistics; or,
- High School diploma with five years of relevant experience.

Experience and Skills

- Experience in procurement and logistics;
- Experience working in international organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage Very good knowledge of asset management processes and procedures;
- Experience in liaising with Donors, governmental authorities, and other relevant stakeholders;
- Experience working in EU and Cyprus national procurement regulations and procedures would be an advantage.

Languages

Fluency in **English** and **Greek** (written and oral) is required.

Any other IOM Official language is an advantage.

Required Competencies

IOM's competency framework can be found at this [link](#).

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

- 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.

Other:

IOM is committed to a diverse and inclusive environment.

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

Appointment will be subject to the provision of requirements relevant to the position including academic degree(s), professional licenses, criminal record certificate and declaration of relatives in the Organization.

This post is subject to local recruitment. Only those holding a valid residence and work permit for Cyprus will be eligible for consideration.

How to apply:

Interested candidates are invited to submit their applications (CV and Cover Letter) in English, to SMCYPIOMHR-Applications@iom.int email address, quoting the vacancy number VN CY2023-49 and full name in the subject line of the email, by 26 January 2024 at the latest, referring to this advertisement.

Only short-listed candidates will be contacted.

Posting period:

From: 11 January 2024 to 1 February 2024

From: 12 January 2024 to 26 January 2024