



## Special Vacancy Notice CY2024-08

### Open to Internal and External Candidates

Position Title : **Procurement Assistant**  
Duty Station : **Nicosia, Cyprus**  
Classification : **Grade G5**  
Type of Appointment : **Special Short Term Graded**  
Estimated Start Date : **As soon as possible**  
Closing Date : **1 May 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.

In Greece, IOM is focusing on responding to the Mediterranean migrant's crisis, in support of the Greek Government and in cooperation with all other agencies involved. IOM currently implements interventions within the areas of emergency, preparedness and response, disaster risk reduction, livelihoods, healthcare and psychosocial assistance, assisted voluntary return of migrants, migration and development, resettlement and repatriation, family reunification, counter human trafficking, assistance to vulnerable migrants.

In Cyprus, IOM Seat Agreement was ratified in Parliament in 2014 and in 2015 IOM inaugurated a fully functional office in the country. Complementing Government of the Republic of Cyprus policies, the IOM's Cyprus Office runs targeted programmes on capacity building for children, on a voluntary solidarity mechanism and on assisted voluntary return and reintegration.

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:**

The International Organization for Migration is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental, and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all and it does so by providing services and advice to governments and migrants.

IOM in close cooperation with the Government of Cyprus will provide support on matters concerning the Humanitarian Response of the organization and will mainly focus on the construction/upgrading works expected to be conducted by IOM at the First Reception Center in Pournara. The activity will be funded by the Asylum, Migration and Integration Fund of the European Commission.

In this framework, the successful candidate will be responsible to effectively implement all appropriate responsibilities, according to the IOM standards, and ensuring quality, cost effectiveness, transparency, and compliance with all IOM rules and regulations.

Under the direct supervision of the Senior Accounting, Finance and Administration Assistant and the overall supervision of the Head of Office in Cyprus in close cooperation with the Procurement Officer in IOM Greece and Senior Resource Management Officer in IOM Greece and in close coordination with the operations, program and project teams, the incumbent will provide support in the management of all procurement activities within the Country Office and will ensure the appropriate implementation of IOM instructions and procedures governing procurement in IOM. the successful candidate will be responsible and accountable for managing the below mentioned functions.

***Core Functions / Responsibilities:***

1. Ensure, in close coordination with Manila Supply Chain Supply Unit (MSCU), 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.

## 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.
- Courage: Demonstrates willingness to take a stand on issues of importance.
- Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

## 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. At the time of recruitment, all candidates must disclose any known relative or spouse who works for IOM.

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

Vaccination against COVID-19 will be required for IOM personnel who are hired or otherwise engaged by IOM. As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of full vaccination.

***How to apply:***

Interested candidates are invited to submit their application including a **cover letter, CV in English by email to: [SMCYPIOMHR-Applications@iom.int](mailto:SMCYPIOMHR-Applications@iom.int)** specifying the vacancy reference number SVN **CY2024-08 and full name** in the subject line by 1 May 2024 at the latest.

Due to the volume of applications received, IOM Cyprus Human Resources will not be able to respond to all inquiries about the application status and will only contact shortlisted candidates.

***Posting period:***

**From** : 22 March 2024 – 5 April 2024

**From** : 17 April 2024 – 1 May 2024