



PROCUREMENT AND LOGISTICS EXECUTIVE ~ COLOMBO

Open to Internal and External Candidates

Organizational Unit	:	PROCUREMENT AND LOGISTICS
IOM Classification	:	PROCUREMENT AND LOGISTICS ASSISTANT
Duty Station	:	COLOMBO
Salary Per Month	:	LKR 243,986.00 (G5)
Type of Appointment	:	Special Short Term Graded
Estimated Start Date	:	AS SOON AS POSSIBLE
Closing Date	:	DECEMBER 31, 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 government 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.

Context:

Under the guidance and supervision of the Head of Procurement and Logistics Unit and the overall supervision of the Head of Resource Management Unit and in close coordination with the Head of Protection Unit (PXU), the incumbent will be responsible for carrying out procurement and logistics functions in accordance with IOM's regulations, rules and procedures.

The following specific duties have been enumerated mainly for the incumbent to have a clear understanding of the position and the roles and responsibilities expected and should therefore not be considered absolute and exhaustive. The incumbent will predominantly focus on supporting the delivery of projects of Protection Unit of IOM.

Core Functions / Responsibilities:

1. Collect bids or quotations based on requests from various sections for purchase/service and analyse them in accordance with Office procurement guidelines based on competitive prices, delivery time, quality of service and vendors' credentials.
2. Prepare purchase orders and ensure full compliance of term and conditions including authorization by relevant authorities and follow up on the status of purchase orders and keep the requesting unit abreast of estimated time of delivery or any changes that may affect or modify the pre-determined delivery conditions.
3. Facilitate the process related with Purchase Requisition Form (PRF), Bid Analysis Summary (BAS) and Purchase Order (PO) from sub offices.
4. Process the payment to the vendors upon delivery of goods and services following the acknowledgement from respective units/sections.
5. Coordinate with LEG department for endorsement and approval of lease, common service agreements and Deed of Donation.
6. Assist in ensuring proper documentation of all procurement transactions and manage corresponding procurement/logistics files.
7. Provide logistics assistance to identify appropriate venues for training/workshops and printing requirements of the Mission.
8. Maintenance and repair of office facilities and assets, conduct preventive maintenance, establish maintenance agreements with competent service providers for maintenance of office assets.
9. Assist in ensuring that all reports and information as required by the organization are produced on a timely basis.
10. Undertake duty travels to the sub-offices as and when required.

Required Qualifications and Experience

Education

- Bachelor's Degree in Supply Chain Management, Business Administration or a related discipline from an [accredited academic institution](#) with three (03) years of relevant professional experience in the sphere of Procurement & Logistics or similar field, or;
- Minimum five (05) years of related work experience with a Diploma in the above fields.

Experience

- Previous experience in a similar position, with specific focus on local/international procurement, clearing & forwarding, VAT, laws and regulations, insurance and inventory/stock/supplies and management is required.

- Experience in working in a busy institution, preferably within the international humanitarian organizations, non – governmental or governmental organizations is preferred.
- Previous experience in Oracle/SAP is a distinct advantage.

Skills

- Strong interpersonal, negotiation, administrative and time management skills.
- Knowledge of MS Project and common software applications such as Word, Excel, PowerPoint and Access.
- Attention to detail, ability to organize paperwork in a methodical way.
- Discreet, details and clients-oriented, patient and willingness to learn new things.
- Ability to prepare clear & concise reports and to work with minimum supervision.
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Languages

Fluency in **English** and **Sinhalese / Tamil** is required; Fluency in all three languages is advantageous.

Required Competencies

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.

Other

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 successful reference checks.

Women with the above qualifications are encouraged to apply.

How to apply:

Interested candidates are invited to submit their applications with the following documents:

- a. Detailed bio data
- b. Cover letter including two work related referees (non-related)
- c. Pre-screening form ([here](#))

Kindly make the submission via email to HRSRILANKA@iom.int indicating position applied on subject line by **Sunday 31st December 2023**.

Only shortlisted candidates will be contacted.

Posting period:

From 17.12.2023 to 31.12.2023

No Fees:

IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training or other fee). IOM does not request any information related to bank accounts during the selection process.