



PROCUREMENT & LOGISTICS EXECUTIVE ~ COLOMBO

Open to Internal and External Candidates

Organizational Unit	: PROCUREMENT & LOGISTICS
IOM Classification	: PROCUREMENT & LOGISTICS ASSISTANT
Duty Station	: COLOMBO
Salary Per Month	: LKR 190,614.00 (G4)
Type of Appointment	: ONE YEAR FIXED TERM
Estimated Start Date	: AS SOON AS POSSIBLE
Closing Date	: JANUARY 20, 2025

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:

Working under the overall supervision of the Head of Resource Management and direct supervision of the Senior Procurement & Logistics Executive, the incumbent will be responsible and accountable for the following activities:

Core Functions / Responsibilities:

1. Receive and consolidate all procurement requisition forms; verify they have all the required information and comply with the Purchase Authorization Matrix and other office instructions and obtain any necessary additional information.
2. Prepare tender documents, solicit bids and quotations as applicable; prepare bid analysis summary and share it with the requesting unit.
3. Once the purchase is approved, confirm terms of agreement with selected suppliers, prepare the relevant documentation (purchase order, contract, etc.) and coordinate the required authorizations.
4. Monitor status of open requisitions and follow up on the timely delivery of goods and services; upon delivery, coordinate with the receiving unit to obtain satisfactory delivery notes.
5. Review vendor invoices, prepare payment requests and coordinate with Finance the timely payment to suppliers/service providers.
6. Maintain physical and electronic records of all documentation through the procurement cycle in accordance with IOM instructions and procedures; retrieve and present information from the system and support preparation of periodic reports.
7. Conduct market surveys to identify potential new suppliers/service providers; participate in their evaluation regarding quality, prices and services in line with the organization's best interests.
8. Keep track of any contractual agreements and inform concerned parties for timely renewal; monitor office supplies and service and prepare requisitions when required and coordinate with Finance Unit the payment of utilities invoices.
9. Provide technical information to all staff in the office on procurement related instructions and procedures.
10. Perform logistics tasks related to property and asset management, warehousing, insurance coverage, maintenance, and transportation.
11. Verify all logbooks are properly maintained and monitor fuel consumption and vehicle' maintenance records.
12. Monitor activities of contractors working on the office premises.
13. Support the organization of meetings, workshops and trainings.

Required Qualifications and Experience

Education

- Bachelor's Degree in Supply Chain Management, Business Administration or a related discipline from an accredited academic institution with two (02) years of professional experience in the sphere of Procurement & Logistics or similar field, or;
- Minimum four (04) years of related work experience with a high school diploma.

Experience

- Previous experience in procurement & logistics and working with vendors and service providers.
- Previous experience in Asset Management & Stock Management Processes.
- Experience in Humanitarian Field will be an advantage.

Skills

- Good interpersonal skills and ability to work with minimal supervision.
- Attention to detail, ability to organize paperwork in a methodical way and comprehend.
- Discreet, details and clients-oriented, patient and willingness to learn new things.

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

Appointment will be subject to certification that the candidate is medically fit for appointment and successful reference checks.

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 submit your application via email to HRSRILANKA@iom.int indicating position applied on subject line by **Monday 20th January 2025**.

Applications without the above mentioned will not be considered.
Only shortlisted candidates will be contacted.

Posting period:

From 05.01.2025 to 20.01.2025

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.