



## TERMS OF REFERENCE

### I. POSITION INFORMATION

SVN No:	SVN/IOMSO/031/2014
Position title	Short Term under 3 <sup>rd</sup> Party
Position grade	Procurement Assistant
Type of contract	Ungraded Stipend Equivalent to US \$200pm
Duty station	Until 30 <sup>th</sup> June 2014.
Duration	Odweyne, Somaliland
Seniority band:	N/A
Job family:	Programs
Organizational unit:	Field Coordination Unit
Position rated	NO
Subject to rotation	NO
Reporting directly to	Senior Project Advisor
Overall supervision by	Deputy Program Manager - Programs
Managerial responsibility	NO
Directly reporting staff	None

### II. ORGANIZATIONAL CONTEXT AND SCOPE

The Transition Initiatives for Stabilization (TIS) program is funded by USAID and implemented by the International Organization for Migration (IOM). The overall program goal is to mitigate conflict, promote stability and community cohesion, and to strengthen citizens' relationships with government officials. TIS implements quick impact activities linked to longer-term stabilization goals.

Under the overall supervision of the Mayor of Odweyne and the direct supervision and guidance of the Senior Project Advisor of the TIS program, the procurement Officer will be responsible for carrying out all aspects of procurement and logistics of the assigned district grant activities in accordance with donor's regulations, rules and procedures.

### III. RESPONSIBILITIES AND ACCOUNTABILITIES

1. Responsible for organizing and/or tracking the local procurement of goods and services/labour made in the field by the district for grant specific projects. Coordinate local procurement with TIS Hargeisa procurement assistant.
2. Track and monitor local procurement of goods and services/labour, made by selected contractors or grant specific projects.
3. Ensure that the items procured by the project are well documented and documents submitted to the TIS Hargeisa Office
4. Ensure an accurate and well-managed Assets Inventory record for the project, in coordination with TIS Hargeisa office.
5. On a monthly basis, maintain and update a list detailing the costs of most common items procured in the locations where the project is operating.
6. Perform any other duties as may be assigned by Dan Guud unit or Nairobi office.



The incumbent is expected to demonstrate the following technical and behavioural competencies

## Behavioural

### **Accountability**

- Creates a respectful office environment free of harassment and retaliation, and promotes the prevention of sexual exploitation and abuse (PSEA);
- Accepts and gives constructive criticism;
- Follows all relevant procedures, processes, and policies;
- Meets deadline, cost, and quality requirements for outputs;
- Monitors own work to correct errors;
- Takes responsibility for meeting commitments and for any shortcomings;

### **Client Orientation**

- Identifies the immediate and peripheral clients of own work;
- Establishes and maintains effective working relationships with clients;
- Identifies and monitors changes in the needs of clients, including donors, governments, and program beneficiaries;
- Keeps clients informed of developments and setbacks;

### **Continuous Learning**

- Contributes to colleagues' learning;
- Demonstrates interest in improving relevant skills;
- Demonstrates interest in acquiring skills relevant to other functional areas;
- Keeps abreast of developments in own professional area;

### **Communication**

- Actively shares relevant information;
- Clearly communicates, and listens to feedback on, changing priorities and Procedures;
- Writes clearly and effectively, adapting wording and style to the intended audience;
- Listens effectively and communicates clearly, adapting delivery to the audience

### **Creativity and Initiative**

- Actively seeks new ways of improving programmes or services;
- Expands responsibilities while maintaining existing ones;
- Persuades others to consider new ideas;
- Proactively develops new ways to resolve problems;

### **Leadership and Negotiation**

- Convinces others to share resources;
- Actively identifies opportunities for and promotes organizational change;
- Presents goals as shared interests;
- Articulates vision to motivate colleagues and follows through with commitments;

### **Performance Management**

- Provides constructive feedback to colleagues;
- Identifies ways for their staff to develop their abilities and careers;
- Provides fair, accurate, timely, and constructive staff evaluations;



- Uses staff evaluations appropriately in recruitment and other relevant HR Procedures;
- Holds directly reporting managers accountable for providing fair, accurate, timely, and constructive staff evaluations;

### **Planning and Organizing**

- Sets clear and achievable goals consistent with agreed priorities;
- Identifies priority activities and assignments for self and others;
- Organizes and documents work to allow for planned and unplanned handovers;
- Identifies risks and makes contingency plans;
- Adjusts priorities and plans to achieve goals;
- Allocates appropriate times and resources to complete tasks;

### **Professionalism**

- Masters subject matter related to responsibilities;
- Identifies issues, opportunities, and risks central to responsibilities;
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation;
- Persistent, calm, and polite in the face of challenges and stress;
- Treats all colleagues with respect and dignity;
- Works effectively with people from different cultures by adapting to relevant cultural contexts;

### **Teamwork**

- Actively contributes to an effective, collegial, and agreeable team environment;
- Contributes to, and follows team objectives;
- Gives credit where credit is due;
- Seeks input and feedback from others;
- Delegates tasks and responsibilities as appropriate;
- Actively supports and implements final group decisions;
- Takes joint responsibility for team's work;

### **Technological Awareness**

- Learns about developments in available technology;
- Proactively identifies and advocates for cost-efficient technology solutions;
- Understands applicability and limitation of technology and seeks to apply it to appropriate work;

### **Resource Mobilization**

- Establishes realistic resource requirements to meet the TIS Somaliland program needs;
- Builds stable strategic alliances with relevant parties;

### **Technical**

1. Ability to maintain integrity in performing assigned responsibilities.
2. Ability to pay close attention to detail and work with minimal supervision under tight deadlines.
3. Ability to work effectively and harmoniously within a multicultural team.
4. Functional competencies required: effective communicator, successful negotiator, creative analytical thinker, active learner, and team player and cross cultural



IOM International Organization for Migration  
OIM Organisation internationale pour les migrations  
OIM Organización Internacional para las Migraciones

facilitator.

## V. EDUCATION AND EXPERIENCE

1. A Higher Diploma in Procurement or an equivalent combination of training and experience.
2. Minimum four (2) years relevant experience in a similar position, with specific focus on local/international procurement, clearing & forwarding, VAT, Somalia laws and regulations, fleet management, and inventory/stock/supplies management, development and control.
3. Previous experience with the Odweyne local government is an advantage.
4. Ability to establish and maintain effective working relationships with senior district personnel, colleagues, donor partners, private sector, and other actors that may be involved in the overall implementation of the project
5. Working knowledge of MS Office and Internet applications, Microsoft Outlook, Access and PowerPoint.
6. Fluency in English, Knowledge of Somali is required

## VI. LANGUAGES

Required

Fluent English and Somali

**Method of Application:** Interested candidates should submit CV and a cover letter indicating the Vacancy Notice Number, with three professional references and contacts (email or telephone) to the:

International Organization for Migration (IOM)  
Somalia Coordinating office in Nairobi  
Human Resources Department,  
Gitanga Groove, off Gitanga Road  
P.O. Box 1810 - 00606  
Nairobi

Or

Send by email to: [recruitmentsomalia@iom.int](mailto:recruitmentsomalia@iom.int)

**Closing date: 6<sup>th</sup> May 2014**

**ONLY SHORT-LISTED APPLICANTS WILL BE CONTACTED**

*Qualified applicants from **Odweyne** will be favorably considered:*