



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

SPECIAL VACANCY NOTICE

TERMS OF REFERENCE

| I. POSITION INFORMATION | |
|---|---|
| SVN No: | SVN/IOMSO/059/2014 |
| Position title | Procurement Assistant |
| Position grade | Ungraded Stipend Equivalent to US \$450pm |
| Type of contract | Short Term under 3 rd Party Contract |
| Duty station | Dayniile, Somalia |
| Duration of Assignment | Until 31 st December 2014 |
| Job family: | Programs |
| Organizational unit: | Field Coordination Unit |
| Reporting directly to | District Staff Coordinator |
| Overall supervision by | Field Officer – Regional Office |
| Managerial responsibility | NO |
| Directly reporting staff | None |
| II. ORGANIZATIONAL CONTEXT AND SCOPE | |
| <p>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.</p> <p>Under the overall guidance of the Mayor of Mogadishu, in direct collaboration with the district commissioner, with the direct supervision and guidance of the Dan Guud District Staff Coordinator, the Procurement Assistant 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.</p> | |
| III. RESPONSIBILITIES AND ACCOUNTABILITIES | |
| <ol style="list-style-type: none">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 procurement assistant or procurement officer;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 Regional Office;4. Ensure an accurate and well-managed Assets Inventory record for the project, in coordination with TIS Regional 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 the Regional Office unit or Nairobi office. | |



IV. COMPETENCIES

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

Behavioural

a) Takes responsibility and manages constructive criticism; b) Works effectively with all clients and stakeholders. c) Promotes continuous learning, communicates clearly. d) Takes initiative and drives high levels of performance management. e) Plans work, and sets goals within area of responsibility. f) Displays mastery of subject matter. g) Contributes to a collegial team environment. h) Ability to work independently with minimum supervision. i) Ability to work effectively and harmoniously within a team from varied cultures and professional backgrounds. j) Proven ability to work independently with minimum supervision. k) Maintains confidentiality on sensitive issues/data.

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 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 Dayniile 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, Internet applications, Microsoft Outlook, Access and PowerPoint

VI. LANGUAGES

Required Fluent English and Somali



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Method of Application: Interested candidates should submit CV and a cover letter Quoting 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

Closing Date: 31 July 2014

Note:

ONLY SHORT-LISTED APPLICANTS WILL BE CONTACTED
Qualified applicants from Dayniile will be favorably considered: