

**Vacancy Notice No: SVN#NP/12/24**

**Open to Internal and External Candidates**

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| Position Title | : | Procurement Logistics Assistant |
| Duty Station | : | Kathmandu, Nepal |
| Classification | : | General Service Staff, Grade-4 |
| Type of Appointment | : | Special Short Term ,6 months with possibility of extension |
| Estimated Start Date | : | As soon as possible |

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| Closing Date | : | **May 14, 2024** |

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 governments and migrants.

*United Nations- International Organization for Migration is committed to achieving workforce diversity in terms of gender, nationality and culture amongst others. Individuals from minority groups, indigenous groups are encouraged to apply. All applications will be treated with the strictest confidence.*

*United Nations, International Organization for Migration has a zero-tolerance against Sexual exploitation and Abuse (SEA) and sexual harassment (SH). Everyone is responsible for preventing sexual exploitation and abuse (PSEA), and all UN personnel must adhere to the standards of conduct that preserves PSEA principles (both during work hours and outside work hours). All selected candidates will, therefore, go through a safe hiring process.*

***Context:***

*Under the overall supervision of the Head of Resources Management Officer and direct supervision of National Procurement Logistics and Government Liaison Officer, Security FP, the incumbent will be supporting procurement activities of the organization. The incumbent's responsibilities will include the following:*

**Organizational Context and Scope**

On 3 November 2023, Nepal’s deadliest earthquake since April 2015 struck Jajarkot District in Karnali Province in the west of the country. The 6.4 magnitude earthquake, which was followed by over 300 aftershocks, killed 154 (84 females and 70 males, including 81 children)2, injured 366, and displaced tens of thousands of people, forcing many to sleep outside in freezing overnight temperatures for fear of aftershocks. According to the National Emergency Operation Centre (NEOC), approximately 62,011 households were damaged (completely and partially) and 250,000 people were affected (127,750 females and 122,250 males, including 69,575 children), with Jajarkot and Rukum West districts bearing the brunt of the damage. Despite the earthquake's relatively low magnitude, the high levels of damage and casualties were caused by substandard construction of homes and as it occurred at night when most people were asleep in their homes.

In February 2024, the Joint Recovery Action Plan: Western Nepal Earthquake was launched by the UN Resident Coordinator’s Office Nepal with three pronged objectives 1) Support livelihoods and the continuation of basic service delivery 2) Create enabling environments for long term recovery and reconstruction of affected communities 3) support the current season and build resilience to natural shocks in 2024. Under the Joint Recovery UN Project, IOM is leading the Shelter Recovery interventions planned from May 2024 until January 2025.

Under the guidance from Chief of Mission and the overall supervision of the Head of Resources Management and direct supervision of National Procurement Logistics Officer and Security FP, the incumbent will be responsible for providing logistic support in implementation and monitoring of procurement and logistics related activities required by the Project.

***Core Functions / Responsibilities***

1. Responsible to purchase required office equipment, supplies, materials.
2. Strictly adhere to the proper IOM administrative procedures and standards for follow up, canvassing, bidding, ordering, and stock keeping and timely delivery of procured supplies and materials.
3. Closely coordinate with and ensure that all project-related purchases are reviewed and approved by the Project Manager in advance and coordinate with the Finance Unit on accounting requirements prior to issue of PO.
4. Manage all incoming and outgoing consignments of goods.
5. Coordinate interpreter and translation service as requested by different programme activities.
6. Provide assistance to identify appropriate venues for training /workshop/conference and events within the country by following procurement procedure.
7. Coordinate and handle all requests for printing materials such as books, brochure, letter head, banner, visibility items, business card etc.
8. Support to maintain assets inventories by scanning the QR code tagged in assets and handle the assets disposal process via scrap sale/auction/donation by following assets disposal procedure Responsible to order stationeries required for different unit and to maintain inventories and store.
9. Responsible for ordering stationery required for different unit and to maintain inventories and store.
10. Maintain daily fuel logbook and handle request for procurement of fuel as per the requirement.
11. Handle procuring medical/lab supplies/equipment and IT related goods and services.
12. Responsible to handle petty cash and settle it on monthly basis.
13. Undertake any other duties that may be assigned by the supervisor from time to time which are commensurate to the position.

***Required Qualifications and Experience***

**Education**

* Bachelor’s degree in business management, marketing, accounting, or a related field with 2 years of experience.

Or

* Secondary Education in the above field with 4 years of experience.

**Experience**

* Experience in handling procurement and logistics.
* Knowledge of UN/IOM procurement practice and procedures will be an advantage.

**Skills**

* High level of computer literacy.
* Effective communication and negotiation skills.

**Languages**

Fluency in English and Nepali (oral and written).

***Required Competencies***

* **VALUES** - All IOM staff members must abide by and demonstrate these five values:
* Inclusion and respect for diversity: Respects and promotes individual and cultural differences. Encourages diversity and inclusion.
* **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 – Level 1

* **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 actions 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. Only Nepali Nationals will be considered for this position.

***How to apply:***

Interested Candidates are requested to submit their application indicating clearly the position applied, VN number and CV with three references to the following address: **Human Resource Department, International Organization for Migration, P.O. Box 25503, Lazimpat Road, Panipokhari, Kathmandu or email to** [**iomnepaljobs@iom.int**](mailto:iomnepaljobs@iom.int) **by 14 May 2024**. Only short-listed candidates will be called for interview.

***Posting period:***

From 07.05.2024 to 14.05.2024