



## JUNIOR PROCUREMENT & LOGISTICS EXECUTIVE ~ COLOMBO

### Open to Internal and External Candidates

Organizational Unit	: <b>PROCUREMENT &amp; LOGISTICS</b>
IOM Classification	: <b>JUNIOR PROCUREMENT &amp; LOGISTICS ASSISTANT</b>
Duty Station	: <b>COLOMBO</b>
Salary Per Month	: <b>LKR 97,814.83 (G3)</b>
Type of Appointment	: <b>CONTRACT BASIS (Special Short Term Contract)</b>
Estimated Start Date	: <b>AS SOON AS POSSIBLE</b>
Closing Date	: <b>JUNE 08, 2022</b>

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 overall supervision of the Resource Management Officer of IOM Sri Lanka & Maldives and the direct supervision of the Head of Procurement & Logistics, the successful candidate will be responsible and accountable for the following duties:

### **Core Functions / Responsibilities:**

1. Assisting with bids collection and purchasing of materials, equipment, and services based on established procurement procedures by ensuring proper tracking and timely delivery.
2. Maintain and update procurement tracking database for all mission requests and submit weekly reports to head of units.
3. Maintain and update vendor database and utility, mobile and agreement tracking sheet.
4. Assist Asset controller to maintain fixed assets registry for all IOM office in Sri Lanka, ensure that it is updated on a regular basis and record all relevant information in relation to the use and return of any fixed asset borrowed by the staff.
5. Maintain an office supplies registry and conduct regular stock taking to ensure that stationery and cleaning supplies are replenished in a timely manner.
6. Assisting with logistics services including maintenance of building and maintenance of IOM vehicles.
7. Assisting with vehicles status, fuel consumption reports and checking vehicle log book.
8. Assisting with booking of hotels and venues for staff on TDY stay, meetings, trainings and workshops.
9. Coordinating with Finance departments on logistics/procurement related issues.
10. Undertake other duties that may be assigned from time to time which are commensurate to the position.

### **Required Qualifications and Experience**

#### **Education**

- Bachelor's Degree in Supply Chain Management, Business Administration or a related discipline from an accredited academic institution with one (01) year of professional experience in the sphere of Procurement & Logistics or similar field, or;
- Minimum three (03) years of related work experience with a Diploma in Supply Chain Management.

#### **Experience**

- Previous experience in procurement & logistics and working with vendors and service providers.
- Previous experience in Asset Management & Stock Management Processes.
- Experience in working in a busy institution, preferably within the international humanitarian organizations, non – governmental or governmental organizations is preferred.

#### **Skills**

- Ability to prepare clear & concise reports.
- Knowledge in SAP system & high level of computer literacy

**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.

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](mailto:HRSRILANKA@iom.int) indicating position applied on subject line by **Wednesday 08<sup>th</sup> June 2022**.

Only shortlisted candidates will be contacted.

**Posting period:**

From 26.05.2022 to 08.06.2022