



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

Special Vacancy Notice open to Internal & External candidates

I. POSITION INFORMATION	
SVN No:	SVN/IOMSO/060/2014
Position title	Procurement Intern
Position grade	Ungraded Stipend Equivalent to US \$150 pm
Type of contract	Short Term under 3 rd Party
Duty station	Hargeisa, Somaliland
Duration of Assignment	Until 31 st December 2014.
Job family:	Programs
Organizational unit:	Field Coordination Unit
Reporting directly to	Procurement and Logistics Assistant
Overall supervision by	Project Coordinator
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). It responds to the complex crisis that has evolved in Somalia. 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 supervision of the Procurements and logistic assistant in Hargeisa and the direct supervision of the Project coordinator, the incumbent will offer support in the procurement process within the Transition Initiative Stabilization (TIS) Project in accordance with IOM's regulations, rules and procedures. In particular, s/he will</p>	
III. RESPONSIBILITIES AND ACCOUNTABILITIES	
<ol style="list-style-type: none">1. Assist in tracking procurement of goods and services/labour made in the field for grant specific projects, sub-contracted arrangements or specific grant activities;2. Assist in maintenance of all supporting documentation and requisite authorizations in accordance with IOM rules and regulations;3. Assist to ensure that the procurements made in the field are all properly documented and are in accordance with any contracting arrangements in place; vouchers for payments and other supportive documents should be filled and shared with the Grants Unit/focal point;4. Assist in the maintenance and updating lists detailing the costs of most common items procured in the locations where the Programme is operating on a monthly basis;5. Assist in maintaining an inventory of programme assets and equipment, and the provision of office supplies and consumables;6. Support the logistic unit with the preparation of Purchase Request Forms (PRF) and prepare the request for quotations (RFQ), obtain quotations and prepare BAS.7. Gathering and Collect information for all PRFs, BAS, DODs, and invoices from the field and filing or sending it to Nairobi office.8. Register and file all the PRFs, POs and PRFs, Contracts and NOAs issued by the logistic unit.	



9. Assist management of TIS Project fleets and tracking fuel consumption of vehicles.
10. Assist with the overall procurement filing system
11. Perform any other duties as may be assigned

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.

V. TECHNICAL

- a) Ability to handle sensitive situations and cultivate productive relationships;
- b) Ability to maintain accuracy and confidentiality in performing responsibilities;
- c) Excellent interpersonal, written and verbal communication skills (English and Somali);
- d) Calm and diplomatic and demonstrate an ability to meet strict deadlines;
- e) Excellent analytical, planning and organization must be self-motivated to work with minimal supervision;
- f) Demonstrated ability to work as part of a team and manage multiple tasks;
- g) Strong leadership skills and the ability to resolve complex issues.

VI. EDUCATION AND EXPERIENCE

1. University Degree in Business Administration, Procurement or an equivalent combination of training;
2. Excellent computer skills, including MS Office suite;
3. Knowledge on local and international procurement, clearing & forwarding, VAT laws and regulations, insurance and inventory/stock/supplies and management;
4. Demonstrated capacity to understand and analyse the national, regional, and local political context in Somalia, and especially Hargeisa
5. A drive for results in a high-volume, quick-paced programme environment; creativity and analytical capability required to respond to evolving programme demands and current events;
6. Demonstrated ability to maintain integrity in performing responsibilities assigned.



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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.