Procurement and Logistics Officer

I. General Information

Position Title: Procurement and Logistics Officer
Duty station: Malakal, South Sudan

Contract Type: Consultancy

II. Organizational Context and Scope

Under the overall guidance of the Chief of Mission, the direct supervision of the Head of Office for Malakal and technical supervision of the Logistic/Procurement Head in Juba, the incumbent will be accountable and responsible for ensuring the appropriate implementation of Instructions, Regulations and Rules which govern IOM management of resources related to logistics operations in the Mission. S/he will be responsible and accountable for providing support to ongoing activities with procurement and logistics services and contribute to providing recommendations aiming at increasing effectiveness and efficiency of the procurement management.

III. Responsibilities and Accountabilities

General Task


2. Liaise with Project Managers and Head of Sub-Offices regarding all Procurement, Logistics and service requirements, in order to consolidate overall procurement (or service) requirements and optimize purchasing power; generate reports for donor reporting as necessary, propose and implement strategic adjustments towards increasing the effectiveness and accuracy of all Procurement & Logistic procedures.

3. Assume the role as Logistics Cluster Lead in Upper Nile area, including priority planning, management of stocks and transport support.

4. Take responsibility for all planning, implementation and monitoring aspects related to procurement and logistical needs in Upper Nile area.
1. Analyze procurement requests, identify service providers, and evaluate information regarding vendor's performance regarding quality, prices, and delivery of goods in view of the organization's best interests.

2. Solicit bids, quotations, tender documents, oversee bidding process & provide support for all procurement transactions, analyze them for conformity to specified requirements, conduct appraisals and select suppliers, and confirm terms of payment; prepare purchase orders and ensure receiving authorization by Head of Sub-office or Chief of Mission according to Mission Permanent Instructions.

3. Follow-up on purchase orders status and keep project managers abreast of estimated time of delivery or any changes that may affect or modify the pre-determined delivery conditions; ensure all expected merchandise is received in accordance with PO specifications, and that all goods are in good condition.

4. In close collaboration with RMO ensure that appropriate funds are available for purchase; ensure receipts are received when payment is conducted in cash; request authorization of COM regarding bank transfer payments.

5. Prepare property lease contracts and rental agreements in coordination with Legal Department in HQs; ensure that finance unit is aware of contractual terms and conditions. Monitors owner's compliance to contractual agreements; when identified in the leases, coordinates for payment of utilities.

6. Ensure that appropriate record is kept on assets disposal, ensure assets are located accordingly and used in IOM's best interest, regularly upgrade inventory list.

7. Direct and supervise stockroom management practices, in order to ensure there is no undue overstocking or loss; Control supply stock and monitor consumable materials, in order to be able to provide staff with ready access to common regularly used items and replenishment.

8. Manage and supervise the overall maintenance and repair of office facilities, including preventive maintenance. Establish maintenance agreements with competent service providers, when it is feasible and determined to be cost effective.

9. Ensure safe running condition of all IOM Malakal and Upper Nile fleet, and transportation of IOM staff on official business; monitor accuracy of records according the Vehicle Log Book, Servicing/Maintenance records & Fuel Consumptions.
10. Ensure major and minor maintenance according regular service schedule for all IOM Malakal and Upper Nile vehicles; monitor consumable spare parts requirements to replenish them in a timely manner

11. Manage, Train and supervise staff dedicated to the above duties and responsibilities.

12. Travel to all program sites to perform Procurement & Logistics evaluations as necessary.

13. Design and conduct market surveys to meet requirements for contingency planning, including status/capacity on vendors, supplies and availability/quality. Coordinate with the Program managers and RMO on the strategic planning for procurement and logistic needs.

14. Perform such other duties as may be assigned.

**Mission Specific tasks**

1. Manage and control IOM Fuel depot in Malakal, ensure transparency of all fuel purchases & dispatches, implement & supervise curative measures for the upkeep of the fuel depot, implement standard operating procedures and databases to monitor fuel consumptions and reports.


3. Manage and monitor the performance of the IOM- and Common workshops to ensure efficiency of repairs to trucks/vehicles & generators, maximize utilization of machinery and provision of required machinery, establish standards to achieve maximum reliability with minimum downtime. Travel to all program sites in the region to perform Procurement & Logistics evaluations if necessary.

**IV. Competencies**
The incumbent is expected to demonstrate the following technical and behavioural competencies:

- Accountability – takes responsibility for action and manages constructive criticisms
- Client Orientation – works effectively well with client and stakeholders
- Continuous Learning – promotes continuous learning for self and others
Communication – listens and communicates clearly, adapting delivery to the audience

Creativity and Initiative – actively seeks new ways of improving programmes or services

Leadership and Negotiation – develops effective partnerships with internal and external stakeholders;

Performance Management – identify ways and implement actions to improve performance of self and others.

Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility;

Professionalism - displays mastery of subject matter

Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation.

Technological Awareness - displays awareness of relevant technological solutions;

Resource Mobilization - works with internal and external stakeholders to meet resource needs of IOM.

V. Education and Experience

Masters Degree from an accredited academic institution preferably in Business Administration, Management, Logistics, Procurement and an equivalent combination of training and experience with two years of progressive responsible experience in emergency logistics operations and experience in managing diverse procurement and logistics operations or

University Degree in the aforementioned field of study with four years of professional work experience

Experience in procurement and logistics at an international level;

Experience working on complex projects, specifically meeting timelines;

Experience living and working in a conflict environment;

Knowledge of asset management processes and procedures.

Documented leadership and management skills

Excellent level of computer literacy and good knowledge of SAP/PRISM required.

VI. Languages: Fluency in English

**HOW TO APPLY:**
Interested candidates are required to send a letter of motivation and curriculum vitae with their credential documents to: vss@iom.int

When you send your application through email, please make sure to put the title of the position on the "Subject line".

Women are highly encouraged to apply