



Open to internal and external candidates

CALL FOR APPLICATION (2024-192)

Position Title	: Procurement Assistant
Duty Station	: Boa Vista, Brazil
Classification	: National Staff
Type of Appointment	: Special Short-Term Ungraded
Estimated Start Date	: As soon as possible
Closing Date	: 04 September 2024

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, inter-governmental and non-governmental partners. With 175 member states, a further 8 states holding observer status and offices in over 100 countries, IOM, the UN Migration Agency, 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. Brazil is a Member State of IOM since 2004.

Context

Under the overall supervision of the Emergency Coordinator or Project Officer in Northern Brazil and direct supervision of the Finance Officer in Boa Vista; and, in collaboration with relevant units throughout the Northern Brazil, the Procurement Assistant will be responsible and accountable for the following:

Responsibilities and Accountabilities

- Provide support to the National Finance Officer in procurement and other administrative activities.
- Assist in implementing procurement activities including obtaining quotations, preparing evaluations and recommendations, issuing Purchase Requisitions (PR), Purchase Orders (PO) or Service Agreements (SA) and delivery of goods/services in accordance with IOM procurement guidelines.
- Ensure that all procurement and contracting processes are in full compliance and all activities are up to date with IOM and donor reporting and auditing requirements.
- Coordinate with Procurement colleagues for the smooth transmittal of All Purchase orders are to Logistics unit after getting the confirmation from vendors of delivery terms and signed on the PO.
- Liaise with the Logistics and Procurement Officer regarding procurement and service requests and requirements, to consolidate overall mission procurement requirements

Organização Internacional para as Migrações (OIM)

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- and optimize purchasing power.
- Conduct regular vendors' checks and market surveys to ensure a full knowledge of the availability and price of different supplies and goods in the local market.
 - Provide overall assistance to the work team in the absence of Administration & Finance colleagues.
 - Assist during internal and/or external audit exercises and/or other controls.
 - Any other duties that may be assigned.

Required Qualifications and Experience

EDUCATION

- University degree in business management, administration, economics, accounting, or any related field with at least 2 years of relevant experience or Highschool diploma with at least 4 years of relevant experience.

EXPERIENCE

- Minimum Two years of relevant work experience in procurement and logistics.
- Good organizational, time management and prioritizing skills.
- Ability to analyse problems, identifying and developing optimal solutions quickly, project consequences of proposed actions and implement recommendations in support of goals.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Ability to multitask and work under pressure to meet deadlines.

Previous experience in a procurement unit at an international organization is an advantage

SKILLS

- Excellent drafting, reporting, and writing skills; analytical and creative thinking.
- Excellent communication and interpersonal skills; ability to prepare clear and concise products.
- Excellent organization skills; analytical and creative thinking.
- Proven ability to work with limited supervision.
- Computer/software literate.
- Strong interpersonal and communication skills

Languages

IOM's official languages are English, French, and Spanish.



REQUIRED

For this position, fluency in Portuguese and Spanish is required (oral and written).

DESIRABLE

Working knowledge of English.

Competencies

The incumbent is expected to demonstrate the following values and 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 – Behavioral 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 actions and delegated work.

Communication: Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

Notes



The appointment is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

How to apply

Interested candidates should apply through the following link until September 04, 2024:

[PHF IOM BRAZIL](#)

Only shortlisted candidates will be contacted.

Posting period

From 29.AUG.2024 to 04.SEP.2024