

Position Title : **Rapid Response Logistics and Supply Chain Officer**
Duty Station : **Dakar, Senegal**
Classification : **Professional Staff, Grade P3**
Type of Appointment : **Special short-term graded, 9 months with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **18 August 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.

IOM is committed to a diverse and inclusive work environment. Read more about diversity and inclusion at IOM at www.iom.int/diversity.

Applications are welcome from first- and second-tier candidates, particularly qualified female candidates as well as applications from the non-represented member countries of IOM. For all IOM vacancies, applications from qualified and eligible first-tier candidates are considered before those of qualified and eligible second-tier candidates in the selection process.

For the purpose of this vacancy, the following are considered first-tier candidates:

1. Internal candidates
2. Candidates from the following non-represented member states:
Antigua and Barbuda; Barbados; Cabo Verde; Comoros; Congo (the); Cook Islands; Guinea-Bissau; Holy See; Iceland; Kiribati; Lao People's Democratic Republic (the); Latvia; Madagascar; Marshall Islands; Micronesia (Federated States of); Namibia; Nauru; Palau; Saint Kitts and Nevis; Samoa; Sao Tome and Principe; Solomon Islands; Suriname; The Bahamas; Tonga; Tuvalu; Vanuatu

Second tier candidates include:

All external candidates, except candidates from non-represented member states.

Context:

IOM is committed to supporting regional institutions and Member States to reduce exposure and vulnerability to risks, enhance communities' resilience and augment the capacity of crisis response agencies. The Emergency and Post-Crisis Unit (EPC) in IOM's Regional Offices provide direct support to the Organization's crisis-related work, including emergency preparedness, response, risk reduction and support to recovery, transition, and peacebuilding processes. IOM supports capacity building and long-term risk reduction efforts in order to strengthen national responses and assure the operational presence required for rapid reaction and scale-up during sudden onset disasters or manmade conflict. This enables life-saving responses, the ability to provide real time displacement monitoring, support for recovery efforts and the identification and establishment of durable solutions for affected communities. As a part of these efforts, IOM is creating Regional Rapid Response Teams (RRRTs) in order to support emergency response capacities in the Region.

The IOM Regional Office for West and Central Africa (ROWCA) in Dakar, Senegal is one of the 6 IOM Regional Offices (RO) that oversees and provides strategic and technical support to IOM activities within the Region. In close collaboration with the other IOM's Regional Offices, the Regional Rapid Response Logistics and Supply Chain Officer will be responsible for providing support to all administrative aspects of the Rapid Response Teams managed by the Regional Office in Dakar, Senegal.

Under the overall supervision of Deputy Regional Director for Operations and direct supervision of the Senior Regional Thematic Specialist (EPC), and in close coordination with the Rapid Response Crisis Coordinator, the Rapid Response Resources Management Officer and the Senior Regional Resources Management Officer, the Rapid Response Logistics and Supply Chain Officer will be responsible for deploying to new emergencies, individually or as part of the Rapid Response Team, and while deployed coordinating and implementing the logistics and supply chain related activities. The staff will ensure close coordination with the receiving Country Office, who will be responsible for day-to-day supervision during deployments.

The Rapid Response Teams are expected to deploy to new emergency situations anywhere in the world, ideally within 72 hours, for periods in general not exceeding two months, subject to review in exceptional circumstances. Candidates should be prepared to travel for approximately 2/3 of working time, while adhering to 'downtime' guidelines.

Core Functions / Responsibilities:

1. Contribute to the strategic planning for supply chain related activities of the Country Office (CO) related to Emergency-Post Crises (EPC) programs, in close collaboration with internal and external stakeholders in the country, as well as relevant units at the Regional Office and HQ.
2. Conduct logistics capacity assessment and market research to keep abreast decision makers about local market trends and developments; analyze statistical data and market reports on the commodity situation, production patterns and availability of good and services.
3. Coordinate and monitor all supply chain management related tasks and activities, including planning, budgeting, scheduling and provision of goods and services needed by the CO. Prepare regular progress reports, statistical information, and briefing notes, as required.
4. Contribute to the management and operational capacity of the supply chain activities in the CO, including planning, procurement, warehouse management, transport and distribution, fleet, assets and facilities management, logistics information management and reporting, and provide support, guidance, and training to the relevant staff with respect to the related IOM policies, rules and regulations.
5. Identify supply chain bottlenecks (value stream mapping) and propose the optimization of the processes to fill the gaps and ensure beneficiaries receive quality goods and services in a timely and efficient manner.
6. Contribute to the review of the procurement requests, identify service providers, and evaluate information regarding vendor's performance in terms of quality, prices, and timely delivery of goods/services. Maintain a pool of qualified vendors.
7. Solicit bids, quotations, and tender documents, oversee bidding process and provide support for executing the procurement transactions, analyze the offers assuring conformity to specified requirements; conduct appraisals and select suppliers, and confirm terms of payment; prepare purchase orders and ensure receiving authorization in line with the CO's Delegation of Authority (DoA) matrix.
8. Liaise with the programme management and provide technical support in preparing and issuance of "Call for Proposals" and bidding documents for the tendering processes of the

programmes/projects. Ensure bidding processes are conducted fairly, transparently and in accordance with the existing procurement rules and regulations.

9. In coordination with relevant parties, ensure timely submission of assets, procurement and other reports within the CO, Regional Office, and relevant HQ Departments, as appropriate.

10. Contribute to the establishment and management of robust appropriate internal control mechanisms for Supply Chain Management process to safeguard the Organization's assets and prevent fraud, while ensuring that country specific administrative procedures are in place and followed in accordance with the Organization's rules and regulations.

11. Support and monitor the maintenance and repair of office facilities, including preventive maintenance. Contribute to the establishment of maintenance agreements with competent service providers when it is feasible and determined to be cost effective.

12. Provide training and guidance to the SCM staff of the CO, with the overall aim of enhancing SCM operational response capacity.

13. Participate and engage actively in the UN inter-agency meetings (logistics cluster etc.) and forums related to supply chain management. Collaborate on sharing resources to achieve common goals and implementation of UN global initiatives.

14. At the end of each deployment, ensure complete handover, reporting, budget reconciliation and other procedures established for the RRRTs and ensure remote support to Country Office in transitioning post deployments as needed.

15. Undertake frequent and regular duty travel to provide guidance supply chain functions; establish controls and procedures; resolve and provide guidance on problems/issues; and build capacity at the Country Office and in Sub/Field Offices and operations.

16. Perform such other duties as may be assigned.

Required Qualifications and Experience:

Education

- Master's degree in Business Administration, Supply Chain Management, Logistics, Procurement or a related field from an accredited academic institution with five years of relevant professional experience; or,
- University degree in the above fields with seven years of relevant professional experience.

Experience

- Experience in managing diverse procurement and logistics operations;
- Demonstrated experience in training and supervising teams of co-workers, managing vendors and suppliers;
- Demonstrated experience in establishment, management and administration of Long-Term Agreements;
- Experience in generating Supply Chain related statistics and management reports;
- Knowledge of and experience in managing construction projects will be an advantage; and,
- A solid understanding of conflict sensitivity as a core principle and the ability to incorporate it throughout a project cycle, including experience applying conflict analysis tools and adjusting programming according to potential influence on conflict dynamics.

Skills

- Extensive knowledge of IOM/UN internal procurement and financial rules, as well as IOM's

system and processes as they apply to procurement and logistics;

- Good time management skills, with the ability to work under pressure, maintain accuracy and keep to deadlines;
- Good communication skills, both written and oral;
- Good negotiation and influencing skills; and,
- Excellent level of computer literacy and good knowledge of SAP is an advantage.

Languages

IOM's official languages are English, French, and Spanish. All staff members are required to be fluent in one of the three languages.

For this position, fluency in English and French is required (oral and written). Working knowledge of Spanish and/or Arabic is an advantage.

Proficiency of language(s) required will be specifically evaluated during the selection process, which may include written and/or oral assessments.

Notes

Previous candidates do not need to re-apply.

¹ Accredited Universities are the ones listed in the UNESCO World Higher Education Database (<https://whed.net/home.php>).

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 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.

IOM's competency framework can be found at this link.

https://www.iom.int/sites/default/files/about-iom/iom_revised_competency_framework_external.pdf

Competencies will be assessed during a competency-based interview.

Other:

Internationally recruited professional staff are required to be mobile.

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

This selection process may be used to staff similar positions in various duty stations. Recommended candidates will remain eligible to be appointed in a similar position for a period of 24 months.

The list of NMS countries above includes all IOM Member States which are non-represented in the Professional Category of staff members. For this staff category, candidates who are nationals of the duty station's country and who do not have prior experience outside the duty station's country as staff member in the Professional category cannot be considered eligible.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and background verification and security clearances. Subject to certain exemptions, vaccination against COVID-19 will in principle be required for individuals hired on or after 15 November 2021. This will be verified as part of the medical clearance process.

Vacancies close at 23:59 local time Geneva, Switzerland on the respective closing date. No late applications will be accepted.

How to apply:

Interested candidates are invited to submit their applications via PRISM, IOM e-Recruitment system, by 18 August 2024 at the latest, referring to this advertisement.

IOM only accepts duly completed applications submitted through the IOM e-Recruitment system. The online tool also allows candidates to track the status of their application.

Only shortlisted candidates will be contacted.

For further information please refer to: www.iom.int/recruitment

Posting period:

From 05.08.2024 to 18.08.2024

No Fees:

IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training or other fee). IOM does not request any information related to bank accounts.

Requisition: SVN 2024 173 Rapid Response Logistics and Supply Chain Officer (P3) Dakar, Senegal (58983716) Released

Posting: Posting NC58983717 (58983717) Released