



International Organization for Migration (IOM)
The UN Migration Agency

SVN IE2021 - 11

Open to Internal and External Candidates

Position Title : **Procurement and administrative Assistant**
Duty Station : **Dublin, Ireland**
Classification : **General Service – G4**
Type of Appointment : **9 months Special Short Term (SST) Contract, with possibility of extension**
Estimated Start Date : **January 2022**
Closing Date : **31.01.2022**

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 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:

IOM opened an office in Ireland in 2001. Ireland became a full member government of IOM in 2002. IOM Ireland provides Assisted Voluntary Return and Reintegration Programmes (AVRR) that are open to migrants (asylum seekers and irregular migrants) from non-EEA countries, who wish to return home voluntarily but do not have the means, including the necessary documentation, to do so. Programme activities additionally include the following areas of migration management: Resettlement, Family Reunification and Counter-Trafficking.

Under the overall supervision of the Chief of Mission, the direct supervision of the Finance, HR and Administration Coordinator, the Procurement and Administrative Assistant will be responsible for providing effective and efficient administrative assistance and support to the Resource Management unit.

Core Functions / Responsibilities:

PROCUREMENT ASSISTANCE

1. Responsible for routine daily office maintenance such as placing stationary orders, ordering drinking water, check on regular office maintenance work (i.e carpet and windows cleaning)
2. Support Operations and RMU office with IOM Procurement processes and provide related assistance (bid analysis; Vendor information list; offers; contracts)
3. Create vendors in PRISM and maintain Vendor data
4. Review that all required documentation/supporting documents, are in place in line with IOM's procurement and financial rules and regulations, before processed for payment. Make follow-ups as required.
5. Prepare copies of all invoices for VAT reclaims.
6. Verify all vendor/supplier documents for accurate register in the system
7. Review all suppliers' contracts on a yearly basis and prepare renewals where needed
8. Maintain physical assets register
9. Create Assets when needed and monitor Asset list for the office
10. Create Purchase orders in PRISM
11. Assist in the retrieval of documents for audit purposes.
12. Perform any other duties as may be assigned.

ADMINISTRATIVE ASSISTANCE

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1. Provide administrative and logistical support to the RMO, printing, photocopying and scanning of documents.
2. Perform general administrative tasks such as: arrangements for the couriating of documents, liaise with utility companies and other suppliers and service providers as required.
3. Provide support for the coordination and preparation of events organized by the IOM, such as seminars, consultancy trainings, press conferences, meetings, presentations
4. Follow up on all supplier's outstanding deliveries and invoices
5. Monitor stocks of office supplies and prepare replenishment purchase requisitions when appropriate and as required.
6. Maintain internal attendance spreadsheets.
7. Maintain appropriate records regarding asset disposal
8. Perform any other duties as may be assigned.

REQUIRED QUALIFICATIONS AND EXPERIENCE

Education

- Bachelor's Degree or equivalent from an accredited academic institution, preferably in Business Administration, Commerce, Accounting or Finance, with one year of relevant work experience; or

High School Certificate with three years of relevant work experience

Experience

- Good knowledge of information technology and proficiency in Microsoft Office applications (in particular Excel).
- Good knowledge of accounting software; previous experience with SAP would be an advantage.
- Previous work experience in Procurement
- Knowledge in office Asset data recording/maintenance would be an advantage
- Previous work experience in international organisations /companies would be an advantage.
- Previous experience and/or an interest in working with migrants or vulnerable populations would be an advantage.

LANGUAGES

- Fluency in English is required
- Any other IOM official language is an advantage

COMPETENCIES

The incumbent is expected to demonstrate the following 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.

Behavioural

Core Competencies – behavioural indicators level 1

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.

IOM's competency framework can be found at this [link](#).

Other

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

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government.

This post is subject to local recruitment. Only persons holding a valid residence and work permit in Ireland will be eligible for consideration.

How to apply:

Interested candidates are invited to submit their applications (CV and motivation letter) to iomdublin@iom.int, quoting Vacancy Number **SVN - IE2021 - 11**

Only shortlisted candidates will be contacted.

Posting period:

From 13.01.2022 – 31.01.2022