



## PROCUREMENT & LOGISTICS EXECUTIVE ~ COLOMBO

### Open to Internal and External Candidates

Organizational Unit	: <b>PROCUREMENT &amp; LOGISTICS</b>
IOM Classification	: <b>PROCUREMENT &amp; LOGISTICS ASSISTANT</b>
Duty Station	: <b>COLOMBO</b>
Salary Per Month	: <b>LKR 119,334.10 (G4)</b>
Type of Appointment	: <b>CONTRACT BASIS (Special Short Term Contract)</b>
Estimated Start Date	: <b>AS SOON AS POSSIBLE</b>
Closing Date	: <b>APRIL 24, 2022</b>

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 government 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:***

Under the overall supervision of the Resource Management Officer of IOM Sri Lanka & Maldives and the direct supervision of the Head of Procurement & Logistics, the successful candidate will be responsible and accountable for the following duties:

### ***Core Functions / Responsibilities:***

1. Receive and consolidate all procurement requisition forms; verify they have all the required information and comply with the Purchase Authorization Matrix and other office instructions and obtain any necessary additional information.
2. Prepare tender documents, solicit bids and quotations as applicable; prepare bid analysis summary and share it with the requesting unit.
3. Once the purchase is approved, confirm terms of agreement with selected suppliers, prepare the relevant documentation (purchase order, contract, etc.) and coordinate the required authorizations.
4. Monitor status of open requisitions and follow up on the timely delivery of goods and services; upon delivery, coordinate with the receiving unit to obtain satisfactory delivery notes.
5. Review vendor invoices, prepare payment requests and coordinate with Finance the timely payment to suppliers/service providers.
6. Maintain physical and electronic records of all documentation through the procurement cycle in accordance with IOM instructions and procedures; retrieve and present information from the system and support preparation of periodic reports.
7. Conduct market surveys to identify potential new suppliers/service providers; participate in their evaluation regarding quality, prices and services in line with the organization's best interests.
8. Keep track of any contractual agreements and inform concerned parties for timely renewal; monitor office supplies and service and prepare requisitions when required and coordinate with Finance Unit the payment of utilities invoices.
9. Provide technical information to all staff in the office on procurement related instructions and procedures.
10. Perform logistics tasks related to property and asset management, warehousing, insurance coverage, maintenance, and transportation.
11. Verify all logbooks are properly maintained and monitor fuel consumption and vehicle' maintenance records.
12. Monitor activities of contractors working on the office premises.
13. Support the organization of meetings, workshops and trainings.

### ***Required Qualifications and Experience***

#### **Education**

- Bachelor's Degree in Supply Chain Management, Business Administration or a related discipline from an accredited academic institution with two (02) years of professional experience in the sphere of Procurement & Logistics or similar field, or;
- Minimum four (04) years of related work experience with a Diploma in Supply Chain Management.

## **Experience**

- Previous experience in procurement & logistics and working with vendors and service providers.
- Previous experience in Asset Management & Stock Management Processes.
- Experience in working in a busy institution, preferably within the international humanitarian organizations, non – governmental or governmental organizations is preferred.

## **Skills**

- Ability to prepare clear & concise reports.
- Knowledge in SAP system & high level of computer literacy

## **Languages**

Fluency in **English** and **Sinhalese / Tamil** is required; Fluency in all three languages is advantageous.

## ***Required 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.

### **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 action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

### ***Other***

Appointment will be subject to certification that the candidate is medically fit for appointment and successful reference checks.

Women with the above qualifications are encouraged to apply.

### ***How to apply:***

Interested candidates are invited to submit their **detailed bio data and cover letter including two work related referees (non-related)** via email to [HRSRILANKA@iom.int](mailto:HRSRILANKA@iom.int) indicating position applied on subject line.

Or

by post to Human Resources Department, International Organization for Migration, 80A, Elvitigala Mawatha, 9<sup>th</sup> Floor – Institute of Bankers of Sri Lanka (IBSL) Building, Colombo 08 indicating the position applied for on the envelop by **Sunday 24<sup>th</sup> April 2022.**

Applications without the above mentioned will not be considered.

Only shortlisted candidates will be contacted.

### ***Posting period:***

From 11.04.2022 to 24.04.2022