



## Vacancy Notice AT2024/06 (Extension)

Open to Internal and External Candidates

Position Title : **Procurement and Logistics Associate**  
Duty Station : **IOM Country Office for Austria, Vienna**  
Classification : **General Service Staff, Grade G5 (full-time)**  
Type of Appointment : **Fixed term, one year with possibility of extension**  
Estimated Start Date : **As soon as possible**

Closing Date : **02 June, 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 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 Head of Office and direct supervision of the Head of Resources Management, within the Resources Management Unit of IOM Austria; and, in collaboration with relevant units at Headquarters and the Administrative Centres, the successful candidate will be responsible and accountable for providing effective and efficient procurement support to IOM Austria.

### **Core Functions / Responsibilities**

1. Provides inputs to the office procurement plans;
2. In line with the IOM procurement regulations, rules and policies, supports the organization of procurement processes including preparation of requests for procurement, receipt of quotations, bids or proposals and their preliminary evaluation, obtains additional information/documentation as required and determines the availability of vendors;

3. In line with the IOM procurement and contracting regulations, rules and policies, prepares the purchase orders and negotiates (in coordination with RMO and respective PM) service agreements/contracts in and outside of the material management system, prepares recurring purchase orders for contracting of services, vendor creation and the maintenance of the filing (both digital and hardcopy) system in the RM unit;
4. Presents and analyses information from the system and prepare periodic reports highlighting issues that require attention.
5. Conducts market surveys to identify potential new suppliers/service providers; participates in their evaluation regarding quality, prices and services in line with the organization's best interests.
6. Keeps track of any contractual agreements and informs concerned parties for timely renewal.
7. Performs other duties as may be assigned.

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

#### **Education**

- University degree in Business Administration, Law, Accounting, Logistics, Supply Chain Management or a related field from an accredited academic institution with three years of relevant professional experience;

Or

- High school diploma with five years of relevant professional experience;
- Certification in Procurement, Logistics or Supply Chain Management is an advantage.

#### **Experience**

- Work experience in procurement and logistics and working with vendors and service providers;
- Work experience in Financial Management, Accounting and Budgeting
- Legal background and working experience is a distinct advantage;
- Experience working with IOM/UN Procurement and Logistics Rules and Procedures is an advantage;
- Experience working in an international organisation is an advantage.

#### **Skills**

- High level of computer literacy;
- Knowledge of Oracle highly desirable;
- Ability to work with national and international institutions;
- Ability to prepare clear and concise report;

- Excellent communication and negotiation skills.

## **Languages**

For this position, fluency in **German** and **English** is required (oral and written).

## **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.
- 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 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.

## **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, where applicable. As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of vaccination against COVID-19.

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

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

Interested candidates are invited to submit their applications to [iomviennacohr@iom.int](mailto:iomviennacohr@iom.int) by **02 June 2024 23:59** (CET - Vienna time), referring to this advertisement referring, using the subject line “*Family Name – application VN AT2024/06*” and including the following documents:

- a) CV or Personal History Form
- b) Cover Letter
- c) Questionnaire on Mandatory Requirements (Page 5)

In order for an application to be considered valid, IOM only accepts applications duly completed.

IOM reserves the right to contact shortlisted candidates only.

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

From 16.05.2024 to 02.06.2024



Questionnaire on Mandatory Requirements for Local Recruitment in Vienna, Austria

VN AT2024/06 Procurement and Logistics Associate

Education

Tick as appropriate depending on what you have:

- University degree in Business Administration, Law, Accounting, Logistics, Supply Chain Management or a related field from an accredited academic institution with three years of relevant professional experience, or, High school diploma with five years of relevant professional experience. yes [ ] no [ ]

Language

English (fluency) yes [ ] no [ ]

German (fluency) yes [ ] no [ ]

Professional Work Experience

Work experience in procurement and logistics and working with vendors and service providers yes [ ] no [ ]

Work experience in Financial Management, Accounting and Budgeting yes [ ] no [ ]

High level of computer literacy yes [ ] no [ ]

Ability to work with national and international institutions yes [ ] no [ ]

Ability to prepare clear and concise reports yes [ ] no [ ]

Excellent communication skills and negotiation skills yes [ ] no [ ]

Knowledge of Oracle highly desirable yes [ ] no [ ]

Other

Are you currently holding a valid residence and work permit for Austria? (EU nationals, please mark 'yes'; non-EU nationals, please mark as appropriate) yes [ ] no [ ]

Date:

Name:

Citizenship:

Date of Birth:

Signature: