



International Organization for Migration (IOM)
The UN Migration Agency

SVN-2024-029

- Position Title : **Supply Chain Coordinator - Unit RMU (1 position)**
- Duty Station : **SAN JOSE, COSTA RICA**
- Classification : **G7**
- Type of Appointment : **Special Short Term, 6 months**
- Estimated Start Date : **As soon as possible**
- Closing Date : **May 22th, 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.

The International Organization for Migration (IOM) does not discriminate on the basis of disability, age, gender identity and expression, sexual orientation, nationality, racial identity, religious beliefs, among others. IOM is committed to a diverse and inclusive environment and therefore its staff come from a wide range of socio-economic backgrounds and world perspectives. Candidates from women, people of African descent and LGBTIQ+ people who are qualified and meet the requirements of each vacancy are especially encouraged.

IOM is committed to a diverse and inclusive environment. Applications from qualified female candidates are especially encouraged. For the purpose of the vacancy, the following candidates are considered as first-tier candidates:

1. Internal candidates
2. Qualified applicants from the following NMS countries:

Algeria, Angola, Antigua and Barbuda, Bahamas, Belize, Benin, Burundi, Cambodia, Cape Verde, Cameroon, Central African Republic, Czech Republic, Comoros, Djibouti, El Salvador, Gabon, Gambia, Guyana, Holy See, Iceland, Israel, Lesotho, Libya, Luxembourg, Madagascar, Maldives, Malta, Marshall Islands, Montenegro, Micronesia, Mongolia, Namibia, Nauru, Papua New Guinea, Paraguay, Republic of Congo, Saint Vincent and the Grenadines, Samoa, Seychelles, Somalia, Suriname, Swaziland, Tanzania, Timor Leste, Togo, Trinidad and Tobago, Vanuatu, Venezuela, Vietnam, Yemen

3. External female candidates.

Organizational Context and Scope

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and 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. Under the overall supervision of the Resources Management Officer and direct supervisor of the Supply Chain Officer, the incumbent will be responsible for the following duties:

1. Collect and deliver mail, documents, pouches and other communications/items from and to the country officer; go to the post office, airport, government agencies, other UN agencies, institutions, project sites, etc, to take and deliver items and communications; keep records as required.
2. Assist in the planning, implementation, controlling and monitoring aspects related to procurement and logistical needs of IOM Costa Rica, including: organize and maintain systems/procedures for procurement, supply and contracting of goods/works/services, documentation, equipment up-grading, assets management.
3. Liaise with the Resources Management Officer regarding procurement and service requests and requirements to consolidate overall missions procurement requirements and optimize purchasing power. Participate in planning procurement actions and analysis of procurement requests.
4. Ensure that the documents submitted to Supply Chain Unit as Purchase Requisition, Purchase Orders, invoices and supporting documents are perfectly completed; regarding needful signatures and WBS/s. Ensure financial authorization is received from the Programme Managers, RMO, CoM, RD according to Purchase Authorization Threshold, ensuring with the Finance Unit that appropriate funds are available for each purchase.
5. Identify service providers and participate in evaluation of vendors against performance, reliability, quality, price, delivery in respect of organizations' best interests and donor mandate. Also, solicit and analyze bids for conformity to specified requirements, conduct supplier appraisals and select suppliers, taking under consideration while conducting a bidding process, the value of money, quality, compatibility, payment method, warranty, after selling services and the company profile/ reputation.
6. Make sure to get a suitable delivery period which meets the projects implementation schedule and follow-up on purchase orders status and keep customers abreast of estimated time of delivery or any changes that may affect or modify the pre-determined delivery conditions.
7. Supervise to ensure through established procedures, that all received goods are in accordance with the terms and specifications of the respective PO and make sure to get the proper management of the assets: checking in PRISM, physical counting, labelling assets, modifying assets assignment form, updating all the information movement and control of the mission assets, including the sub regional offices established in the country.
8. By coordination with the Resources Management Officer, ensure that LEG Dept in Panama has reviewed and endorsed the agreements/ contracts prior the signature, ensuring the proper management of the documents to be submitted with the appropriated terms and the proper informations according to the documents received.
9. Ensure that the "Goods Receipt Notes", are acknowledged by the Requisitioner when the services/works are rendered, and/or the goods are received and perform MIGO in PRISM and review of vendor invoices and verify compliance with Pos/ Contracts and goods/works/services received.

10. Submit with supporting documentation Payment Requests to the Finance Unit. Follow up with the Finance Unit to ensure that suppliers' accounts are settled on time.
11. Monitor the vendors for the compliance to the contractual agreements.
12. Make recommendations on procedural improvements or changes and train the unit staff in the relevant procedures in Procurement, facilitate and organize methods of work according to IOM's policies and procedures,
13. Perform such other duties as may be assigned.

Required Qualifications and Experience

The incumbent is expected to demonstrate the following technical and behavioural competencies:

EDUCATION AND EXPERIENCE

- University degree in Business Administration, Management, Logistics, Procurement or a related field from an accredited academic institution with five years of relevant professional experience; or
- Completed High School degree from an accredited academic institution with seven years of relevant professional experience.
- Experience preferably in supply chain management of which one year in IOM or any UN system or any international organization will be an advantage;
- Experience in procurement in international and or government process;
- High proficiency in SAP system, MS office applications such as Word and specially in Excel;
- Knowledge of other applications such as Power Point and Visio and advantage,

Skills

- Strong Communication Skills.
- Organizational Skills.
- Attention to Detail.
- Problem-Solving Abilities.
- Analytical Skills.
- Negotiation Skills.
- Time Management.
- Adaptability.
- Customer Focus.
- Knowledge of Regulatory Requirements.

Languages

External applicants for all positions in the Professional category are required to be proficient in English and have at least a working knowledge of one additional UN Language (Arabic, Chinese, French, Russian, or Spanish).

For all applicants, fluency in Spanish and English is required (oral and written).

Salary

1,644,615.38 colones

Required 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 - 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 actions and delegated work.
- Communication: Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.
- Humility: Leads with humility and shows openness to acknowledging own shortcomings.

MANAGERIAL COMPETENCIES - Behavioural indicators – Choose a level.

- Leadership: Provides a clear sense of direction, leads by example and demonstrates the ability to carry out the Organization's vision. Assists others to realize and develop their leadership and professional potential.
- Empowering others: Creates an enabling environment where staff can contribute their best and develop their potential.
- Building Trust: Promotes shared values and creates an atmosphere of trust and honesty.

- Strategic thinking and vision: Works strategically to realize the Organization's goals and communicates a clear strategic direction.
- Humility: Leads with humility and shows openness to acknowledging own shortcomings.

How to apply:

The candidate should send his/her application **through the following Microsoft Form:** <https://forms.office.com/e/b3qKdNsg31>.

The form will request vacancy code, position title, duty station, grade, and unit. Please complete as it follows:

- **Vacancy Code: SVN-2024-029**
- **Position Title: Supply Chain Coordinator**
- **Duty Station: San Jose, Costa Rica**
- **Grade: G7**
- **Unit: RMU**

Candidates must submit their offer by **May 22th, 2024**. No applications will be considered after this date.

Any application not presented using the Microsoft Form, will not be taken into consideration.

In case of receiving applications from foreigners living in Costa Rica, they must have a valid work permit.

Only short-listed candidates will be contacted.

You can check the Post Description on <https://costarica.iom.int/es/vacantes>.