



International Organization for Migration (IOM)
The UN Migration Agency

SVN-2024-030

- Position Title : **Supply Chain Assistant- Unit RMU (1 position)**
- Duty Station : **SAN JOSE, COSTA RICA**
- Classification : **G5**
- 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. Prepare and consolidate all procurement requisition forms for Country Office Administration; 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. Keep track of the Organization's assets in Costa Rica, organize the annual physical inventory, use the MAIA tool for scanning asset tags. Coordinate facilities maintenance, control supplies inventory (physical and digital).
3. Coordinate insurance policies with the National Insurance Institute (INS), vehicles, technological equipment, furniture, and civil liability.
4. Review vendor invoices, prepare OIPAs with Finance the timely payment to suppliers/service providers.
5. Follow up on the acquisition and control of mobile telephony, lines and equipment, control and process monthly payment of public utilities (water, internet, ICE, etc. telephones).
6. 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 by OIPA App
7. Perform logistics tasks related to property and asset management, warehousing, insurance coverage, maintenance, and transportation.
8. Coordinate fleet operations activities including preparation of daily vehicle schedule, monitoring of vehicle logbooks, and coordination of vehicle maintenance. Assist in coordinating and monitoring the work of general service staff, cleaning staff, security guards, drivers and their agenda
9. Process administrative matters with the Ministry of Foreign Affairs and Culture and the Ministry of Finance. Restricted areas procedures and permits, at AERIS (Costa Rica International Airport). Coordination and logistics for international staff relocating for work. Prepare paperwork at the National Registry on vehicles of the international staff and of the National and Regional offices in CR.
10. Provide guidance and training to junior staff in the unit.
11. Perform 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, 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 in procurement and logistics and working with vendors and service providers;
- Experience with asset management process;
- Experience working with IOM/UN Procurement and Logistics Rules and Procedures is an advantage
- Experience working in an international organisation an advantage.

Skills

- High level of computer literacy
- Knowledge of SAP highly desirable
- Ability to work with national and international institutions;
- Ability to prepare clear and concise report;
- Excellent communication and negotiation skills

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

993,000.00 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.

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-2024-030**
- **Position Title: Supply Chain Assistant**
- **Duty Station: San Jose, Costa Rica**
- **Grade: G4**
- **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>.