



STAFFING AND RECRUITMENT

IOM HUMAN RESOURCES

IOM is looking for a **Procurement and Logistics Clerk** according to the Terms of Reference below. Interested applicants are invited to apply by **08 October 2022** at the latest, referring to the vacancy notice ref. code on the e-mail subject header.

OPEN TO INTERNAL AND EXTERNAL CANDIDATES

Reference Code:	SVN-28/2022/S - BD1	Position Title:	Procurement and Logistics Clerk (Multiple Positions)
Duty Station:	Cox's Bazar, Bangladesh	Estimated Starting Date:	As soon as possible
Classification:	G-3 (UN Salary Scale)	Type of Appointment:	Special Short Term (Initially 6 Months)
Division/Unit:	Resources Management Unit (RMU)		

General Functions:

Under the overall supervision of the Procurement Officer and direct supervision of the Senior Procurement Assistant, the successful candidate will be responsible and accountable for supporting procurement activities in Cox's Bazar Sub-Office.

The incumbent will be requested to perform the following tasks:

- Carry out clerical tasks to support the smooth running of activities in the Unit.
- Draft routine correspondence, reports, presentations, and other documentation.
- Maintain files, databases and tracking tools of the unit.
- Monitor stock level of consumables, supplies, and other materials needed by the office and alert on the need to restock.
- Conduct outdoor activities for checking prices, making small purchases, collecting and delivering documents and other goods.
- Support the organization of meetings, workshops, trainings
- Follow up on contractors doing work on the office premises.
- Conduct regular inspection of office premises and verify functionality of the entire office and equipment.
- Perform other duties as may be assigned.

Education, Experience and Skills:

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

**IOM is an equal opportunity employer and women are encouraged to apply.
IOM Offices and vehicles have smoke-free work environment.**

- Experience working in an international organization an advantage.
- 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

Method of Application:

External candidates:

Send the application to iombangladeshjobs_external@iom.int - the subject line should mention the reference code [SVN-28/2022/S - BD1; Procurement and Logistics Clerk](#). The following documents must be attached:

Application Letter/Cover Letter

(i) Curriculum Vitae

(ii) Personal History Form (PHF) which can be downloaded from the IOM Dhaka website:

<https://bangladesh.iom.int>

(iii) Scan copy of Photo

Internal candidates:

The PERN must be indicated in the **Personal History Form (PHF) for the reviewer to determine that it is an internal application.**

Applications are sent to iombangladeshjobs_internal@iom.int - the subject line should mention the reference code [SVN-28/2022/S - BD1; Procurement and Logistics Clerk](#). The following documents must be attached:

(iv) Application Letter/Cover Letter

(v) Curriculum Vitae

(vi) Personal History Form (PHF) which can be downloaded from the IOM Dhaka website:

<https://bangladesh.iom.int>

(vii) Scan copy of Photo

APPLICATION WITHOUT PROPER REFERENCE CODE MENTIONED ABOVE AND INCOMPLETE APPLICATION WILL BE DISREGARDED

Any attempt for persuasion will be considered as a disqualification

Due to volume of applications received, only short-listed candidates will be called for further assessment. Note for internal candidates:

with refer to IN233 and Clause 7.5 of IOM Recruitment Policy:

Staff members selected for a VN/SVN in his or her same category at one grade higher than his or her personal grade shall be appointed at the advertised grade. A staff member selected for a VN/SVN to a position which is two grades higher than the staff member's current grade, will be appointed at the interim grade, and six months later at the higher grade.