



# STAFFING AND RECRUITMENT

IOM HUMAN RESOURCES

IOM is looking for a **Senior Procurement and Logistics Assistant (Fleet Coordination)** 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

<b>Reference Code:</b>	SVN-50/2022/S - BD1	<b>Position Title:</b>	Senior Procurement and Logistics Assistant (Fleet Coordination)
<b>Duty Station:</b>	Cox's Bazar, Bangladesh	<b>Estimated Starting Date:</b>	As soon as possible
<b>Classification:</b>	G-6 (UN Salary Scale)	<b>Type of Appointment:</b>	Special Short Term (Initially 6 Months)
<b>Division/Unit:</b>	Resource Management Unit		

### General Functions:

Under the overall supervision of the Resource Management Officer and direct supervision of the Procurement and Logistics Officer, the successful candidate will be responsible and accountable for providing specialized assistance for procurement and logistics activities, particularly the coordination of fleet services in Cox's Bazar Sub-Office.

### Responsibilities and Accountabilities:

- Plan, coordinate and monitor movement of all vehicles assigned to Cox's Bazar Sub-Office (including rented vehicles) in the most efficient way. Prepare regular movement schedule (daily, weekly, or monthly) in coordination with programme managers; suggest new ways to improve efficiency and cost-effectiveness of transport services.
- Participate in identification of and negotiations with car sales and car rental companies, vehicle repair and maintenance services and other service providers; participate in their evaluation taking into consideration quality, prices, reliability, and services; help resolve issues related to the delivery of goods and services and coordinate timely payment once the service has been satisfactorily provided.
- Coordinate the creation and maintenance of vehicle files which should include all specifications (procurement documents, taxes, insurances, user's manual, certificate of registration, repair/maintenance record, plate number certificate, fuel consumption record, accident reports, etc).
- Monitor and validate accurate record of vehicle fuel consumption and repair/maintenance costs and submit regular reports and analysis to the supervisor.
- Ensure all vehicles are kept clean (in and out), properly maintained and in good running conditions all the time. Plan and implement a preventive maintenance schedule for all vehicles and ensure that needed repairs are promptly and properly done.
- Ensure all drivers, including those provided by rental vehicle companies, always have a valid driving license, and undergo proper security briefing and training on the use of radios or any other security equipment assigned to drivers. Monitor the compliance of drivers to security advisories in coordination with the Staff Security Unit.
- Immediately report all issues involving transportation to the supervisor and suggest corrective actions. Ensure drivers report accidents and any observation they may have on vehicle's condition and take immediate action.

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

- Train, guide and supervise drivers and fleet management staff; coordinate their recruitment, training, attendance, performance evaluation, and any other human resource matters. Conduct drive test to candidates when needed.
- Provide specialized support in the planning, implementation and monitoring of other logistics activities as assigned.
- 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 four years of relevant professional experience; or
- High school diploma with six years of relevant professional experience. Certification in Logistics and/or Fleet Management is an advantage.
- Experience in procurement and logistics and working with service providers and vendors;
- Experience with asset management process;
- Experience working with IOM/UN Procurement and Logistics Rules and Procedures is an advantage
- Experience working in an international organization in a multi-cultural setting an advantage.
- Experience in training and coordinating teams.
- High level of computer literacy.
- Knowledge of SAP highly desirable.
- Ability to work with national and international institutions;
- Ability to prepare clear and concise reports;
- Demonstrated ability to and exercise sound judgment;
- Ability to supervise staff and coordinate administrative activities.
- Excellent communication and negotiation skills.

### **Method of Application:**

External candidates:

Send the application to [iombangladeshjobs\\_external@iom.int](mailto:iombangladeshjobs_external@iom.int); the subject line should mention the reference code [SVN-50/2022/S-BD1; Senior Procurement and Logistics Assistant \(Fleet Coordination\)](#). The following documents must be attached:

- (i) Application Letter/Cover Letter*
- (ii) Curriculum Vitae*
- (iii) Personal History Form (PHF) which can be downloaded from the IOM Dhaka website: <https://bangladesh.iom.int>*
- (iv) 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.

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

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**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.*