



Join the IOM Hungary Roster and be a Part of a Talented Pool!

Incepted in 1951, the International Organization for Migration (IOM) stands as the principal inter-governmental organization in the migration sector, fostering collaborations with a diverse range of governmental, intergovernmental, and non-governmental partners. Rooted in the commitment to facilitate orderly and humane migration for the greater good of all, IOM continuously extends services and guidance to both governments and migrants globally.

Honoring the established principles of the United Nations and the global frameworks of IOM, we at IOM Hungary are thrilled to invite aspiring individuals to be a part of our dynamic roster system - a gateway to opportunities and a testament to our dedication towards cultivating a rich pool of adept professionals ready to contribute to the multifaceted projects and operations championed by our office.

Why Join the IOM Hungary National Roster?

- **Professional Growth:** Elevate your career prospects as you align yourself with an organization globally acknowledged for its initiatives in the migration sector.
- **Diverse Opportunities:** Be on the radar for a myriad of roles spanning across domains such as humanitarian assistance, legal, and administrative support.
- **Data Security:** Rest assured, your application will be handled adhering to the stringent data protection norms laid down by IOM, safeguarding your personal details throughout a period of 3 years from the date of application submission.

Kindly Note: Being a part of the roster doesn't guarantee employment; it, however, significantly amplifies your chances to be considered for roles that resonate with your skill set and expertise, as and when opportunities arise in accordance with IOM Hungary's operational requisites and budgetary allocations for positions.

If your profile aligns with the requirements of any upcoming position, anticipate an invitation to apply directly through the respective vacancy notice, bringing you a step closer to being a part of initiatives aimed at facilitating migration that benefits all.

Open to Internal and External Candidates

Call for Expression of Interest

Ref. Nr.: HU-CEI-2023/02

Position Title : **Procurement Specialist**
Duty Station : **Budapest, Hungary**
Classification : **G5**

Context:

Under the overall supervision of the National Resources Management Officer and direct supervision of the Finance and Procurement Coordinator the incumbent will be responsible and accountable for providing support procurement and logistic activities of Resource Management Unit.

Core Functions / Responsibilities:

- Organize procurement activities relating to the request for proposals, sealed bids and price quotations with IOM rules, regulations, and policies; Contact with GPSU for the global procurement or any other requirement under the IOM procurement policy and Guideline.

- Conduct the Procurement life cycle (review purchase request, Float RFQ/RFP, Quotation Collection and Evaluation, Negotiation, Approval including GPSU, Issue Purchase Order/Contract, Delivery and payment process and Archiving)
- Implement procurement actions for assigned projects, which typically involve the procurement of a select group of technically complex commodities or services, or for a variety of goods and services of a general nature.
- Provide assistance in all procurement and supply requisitions of office and project equipment, supplies, materials, consultancy procurement and other services.
- Ensure the Procurement and logistics compliance on procurement process /functions as per IOM Policy, Procedure and guideline
- Identify product sources and evaluate vendor performance as regards quality, prices, delivery, equipment, etc
- Coordinate with key stakeholders for effective procurement management along with Field and sub office for their day-to-day procurement requirements and approvals
- Solicit and evaluate bids/proposals/quotations to ensure overall competitiveness, quality, and conformity to specified requirements.
- Prepare a variety of reports, correspondence, and documents (e.g., purchase orders, contracts and amendments) on procurement-related matters.
- Take participation in negotiating with the vendors, service providers, IPs on offer submitted including IOM/UN rules and regulations.
- Report regularly and bring to the attention of Head of Resources Management any actual or potential issues that might affect operations; provide recommendations on possible ways to resolve those issues.
- Perform other duties as assigned.

Required Qualifications and Experience:

Education

- University degree in Business Administration, Marketing, Logistics or a related field from an accredited academic institution with a minimum of three years of relevant work experience.

Experience

- Strong knowledge of the laws and regulations related to procurement;
- Progressive experience in a similar function;
- Experience with general financial and administrative procedures;
- Proficient in Microsoft Office applications e.g. Word, Excel, PowerPoint, E-mail, Outlook;
- Knowledge of and experience using SAP (PRISM FI) and/or Oracle ERP will be considered as a distinct advantage;
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

Skills

- Demonstrated ability to work well under pressure and to keep deadlines;
- Discreet, details and clients-oriented, patient and willingness to learn new things;
- Attention to detail, ability to organize paperwork in a methodical way.

Languages

- Fluency (oral and written) in English and Hungarian;
- Any other IOM official language would be considered as advantageous.

Required Competencies

The incumbent is expected to demonstrate the following values and 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.

Core Competencies – behavioural indicators level I

- 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

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

How to apply:

All applications consisting of the CV and a motivation letter in English should be addressed to iombudapestrecruitment@iom.int quoting the above ref. number.

Should you wish to provide any feedback, or would like to share your concerns, please write to us on the previously mentioned e-mail address.

Posting period: from 18.10.2023 to open-ended