



Vacancy Notice 2024-09

Open to Internal and External Candidates

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

Type of Appointment : **One Year Fixed-Term Contract with the possibility of extension**

Estimated Start Date : **As soon as possible**

Closing Date : **18 July 2024**

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.

IOM is committed to a diverse and inclusive environment. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

Under the direct supervision of the National Resources Management Officer (NRMO) in IOM Budapest, the successful candidate will be responsible and accountable for providing support Procurement and Logistic activities of Resource Management Unit.

Core Functions / Responsibilities:

1. Responsible to organize all 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.
2. 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)

3. Plan 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.
4. Provide assistance in all procurement and supply requisitions of office and project equipment, supplies, materials, consultancy procurement and other services.
5. Ensure the Procurement and logistics compliance on procurement process /functions as per IOM Policy, Procedure and guideline
6. Develop vendor pre-qualifying criteria, identify product sources and evaluate vendor performance as regards quality, prices, delivery, equipment, etc
7. Coordinate with key stakeholders for effective procurement management along with Field and sub office for their day-to-day procurement requirements and approvals
8. Solicit and evaluate bids/proposals/quotations to ensure overall competitiveness, quality, and conformity to specified requirements.
9. Prepare a variety of reports, correspondence, and documents (e.g., purchase orders, contracts and amendments) on procurement-related matters.
10. Take participation in negotiating with the vendors, service providers, IPs on offer submitted including IOM/UN rules and regulations.
11. 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.
12. Regularly monitor commitments and pre-commitments and follow up with PM on outstanding items.
13. Reach out to potential vendors to diversify the mission's vendor pool.
14. Develop and monitor procurement plans in coordination with other departments
15. Perform other duties as assigned.

Required Qualifications and Experience

Education

- Bachelor's or Equivalent (or higher) in Business Administration, Marketing, Logistics or a related field from an accredited academic institution with a minimum of three years of relevant work experience.
- High School Degree with five years or relevant work experience required.

Experience

- Strong knowledge of the laws and regulations related to procurement;
- Progressive experience in a similar function;
- Experience with general financial and administrative procedures;

- 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.
- Proficient in Microsoft Office applications e.g. Word, Excel, PowerPoint, E-mail, Outlook;
- Knowledge of and experience using SAP (PRISM FI) will be considered as a distinct advantage;

Languages

- Fluency (oral and written) in English and Hungarian
- Any other IOM official language is an advantage

Required Competencies

The incumbent is expected to demonstrate the following values and competencies:

Values - all IOM staff members must abide by and demonstrate these three 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 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 action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

Other

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

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

As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of vaccination against COVID-19.

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 vacancy notice number.

Closing date: 23:59 (local time in Hungary), 18 July 2024.

No late applications will be accepted.

IOM only accepts duly completed applications.

Only shortlisted candidates will be contacted.

Posting period:

From 01.07.2024 – 18.07.2024