

National Supply Chain Officer (NOA)

VACANCY NOTICE (VN)

Open to Internal and External Candidates

Position Title	: National Supply Chain Officer
Reference No	: VN/UG/019/2024
Duty Station	: Kampala, Uganda
Classification	: National Officer (NOA) 1 Position
Type of Appointment	: Fixed term, one year with possibility of extension
Estimated Start Date	: As soon as possible
Closing Date	: 4 July 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. IOM is committed to a diverse and inclusive environment. Internal candidates are eligible to apply to this vacancy and are considered as first-tier candidates

ORGANIZATIONAL CONTEXT AND SCOPE

Under the overall guidance of the Chief of Mission, overall supervision of the Head of Resource Management and the direct supervision of the Supply Chain Officer, the incumbent will be responsible and accountable for the effective implementation of supply chain systems and functions within his/her area of responsibility.

Core Functions / Responsibilities:

1. Provide technical procurement support to all programmes in the Country Office of Uganda.
2. Work in close coordination with Supply Chain Unit for providing operational procurement, logistic and emergency support on critical requirements such as armored vehicles, staff security equipment, etc.
3. Consolidate procurement plans, administer CO LTAs in line with IOM procurement procedures. Participate in the development of SOPs for LTAs established and maintain contract monitoring tools.
4. Participate in analysis of lead times, performance indicators, and specific operational logistical requirements and provide recommendations to Supply Chain Officer on optimization of global procurement and logistics operations to increase cost effectiveness and aim for continuous improvement.
5. Manage procurement and coordinate logistics of goods and services as per the assigned tasks.
6. In coordination with the Supply Chain Officer, liaise with UN and humanitarian agencies on collaborative tenders and joint activities.

7. Build, manage, and review global vendor list with their qualifications and compliance to business needs through market research, participation on exhibits and collaboration with UN and other humanitarian agencies.
8. Assist the Supply Chain Officer in building, maintaining, and enhancing solid relationships with Vendors and Stakeholders. Take lead in performing periodic vendor performance review meetings in line with procurement policies.
9. Supervise the review and provision of technical assistance/guidance on business process and procurement operational/technical aspects in IOM's ERP Material and Asset Management Modules functionality taking into consideration the organization's procurement policies and procedures, procurement structure, project structure and accounting policies and procedures.
10. Undergo duty travel (TDY) for field mission's procurement assistance, if required.
11. Perform Officer in Charge functions for Procurement Unit, if required.
12. Prepare relevant procurement reports, presentations, and statistical analysis.
13. Assist the Supply Chain Officer in planning and managing professional enhancement training programs for the procurement support team.
14. Supervise, monitor and train Procurement and Logistics support staff in carrying out their procurement and logistics functions.
15. Coordinate with legal and finance team when necessary.
16. Perform other related duties as required.

Required Qualifications and Experience

Education

- Completed advance University Bachelor's degree in BA, Management, Supply Chain, and Logistics or any related field or bachelor's degree with two (2) years of procurement experience from an accredited academic institution.
- Specialized trainings on procurement and/or logistics (e.g., CIPS or equivalent), an advantage.

Experience

- Experience in creating and sustaining partnership with global vendor/service provider and long term agreements (LTAs)
- Experience in supervising, mentoring and coaching staff members in Procurement and Logistics Unit.
- Experience in UN system or multi-national organization will be an advantage.

Skills

- Practical application of Enterprise Resource Planning systems.
- Flexibility and availability for emergency operations' support Computer literacy including proficiency in MS Office and other applications such as Visio, etc.
- Excellent organizational skills with the ability to manage multiple tasks simultaneously under time constraints.
- Strong client orientation, negotiations, and communication skills.

Languages

- Fluency in English
- Working Knowledge
- Working knowledge of Spanish or French is an added advantage.

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:** maintain 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 – Behavioral indicators level 3

- **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.

Managerial Competencies - Behavioral indicators – Level 3

- **Leadership:** Provides a clear sense of direction, leads by example and demonstrates the ability to carry out the Organization's vision. Assists others to realize and develop their leadership and professional potential.
- **Empowering others:** Creates an enabling environment where staff can contribute their best and develop their potential.
- **Building Trust:** Promotes shared values and creates an atmosphere of trust and honesty.
- **Strategic thinking and vision:** Works strategically to realize the Organization's goals and communicates a clear strategic direction.
- **Humility:** Leads with humility and shows openness to acknowledging own shortcomings

How to apply:

In order for an application to be considered valid, IOM will only accept applications which should include a cover letter (not more than one page) and résumé highlighting the required education and experience.

Interested applicants may send their applications to hruganda@iom.int no later than **04 July 2024**. First Name Reference Number and Position Title: i.e. **John -VN/UG/019/2024 – National Supply Chain Officer** should be specified in the SUBJECT field.

Required: After sending your application through hruganda@iom.int. **YOU ARE REQUIRED** to fill in the recruitment Questionnaire using the link: - [Prescreening Form National Supply Chain Officer](#)

Applications from qualified female candidates are strongly encouraged.

Only short-listed candidates will be invited for an interview.

Posting period: From 21 June 2024 to 4 July 2024