



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates

Position Title : **Regional Supply Chain Assistant**
(Open for Thai Nationals Only)
Duty Station : **Bangkok, Thailand**
Classification : **General Service Staff, G4 (THB: 61967.50/monthly)**
Type of Appointment : **Special Short-Term Contract**
Estimated Start Date : **As soon as possible**
Closing Date : **03 March 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:

The IOM Regional Office for Asia and the Pacific in Bangkok (ROAP) is one of the 9 IOM Regional Offices that oversees and provides strategic and technical support to IOM activities within the region. Within the RO Bangkok structure, the Regional Resource Management Unit (RRMU) provides support to 40 IOM Country Offices within the region on financial, human resources and other administrative functions.

Under the direct supervision of the Sr. Regional Supply Chain Assistant and overall supervision of the Sr. Regional Resources Management Officer (SRRMO), the incumbent will assist in providing Resources Management related support to the Regional Office (RO); mainly in obtaining Quotations, managing/processing Purchase Requisitions (PR), Purchase Orders (PO), asset management and payment requests. S/he will also assist the SRRMO in providing first-line support and guidance to IOM Country Offices within the Asia and the Pacific Region relating to resources management functions.

Core Functions / Responsibilities:

1. Assist to organize and review the completeness of all procurement documents submitted for further approval/endorsement in accordance with the IOM Procurement Rules and Regulations and RO authorization matrix.
2. Obtain and review quotations and prepare the Bid Analysis Summary (BAS) in accordance with the Procurement Rules and Regulations, covering aspects such as shipments, IT equipment, etc.
3. Assist in surveying vendors available in the market, and if suitable, register them in the system.



4. Upload E-filling in Applet/Fiori and monitor that data is correctly entered, ensuring adherence to the stipulations prescribed in the Procurement Rules and Regulations and Process Guide
5. Monitor that delivery of ordered goods/services is in accordance with the terms and conditions of the PO/Service Agreement.
6. Responsible for monitoring the correctness and timely payments of purchased and delivered goods and services, in close coordination with the Finance Unit.
7. Perform as the RO Asset Controller Focal Point, monitoring the regular update of relevant asset data in the system. Track asset movements such as the Asset Assignment, Asset Transfer, and Asset Disposal when required. Ensure all documents are duly approved before retirement and conduct regular physical inventory/verification of assets.
8. Ensure that procurement documentations are kept in proper order in procurement files, as well as relevant filing and tracking system is well maintained regularly as necessary.
9. Maintain and monitor office supplies registry and conduct periodic stock taking to ensure that stationary and cleaning supplies are replenished in timely manner.
10. Provide basic Thai language informal interpretation support as needed.
11. Perform such other related duties as may be assigned.

Required Qualifications and Experience

Education

- University Degree in Business Administration or related fields with at least two years of relevant work experience or high/secondary school diploma with at least four years of relevant work experience.

Experience

- Experience in procurement and logistics
- Familiarity with procurement, project management, logistics, reporting
- Familiarity with procurement and logistic systems software (preferably SAP-based).
- Strong PC user skills (Word, Excel, etc.)

Skills

- Excellent communication skills, negotiation and mediation skills
- Strong creative thinking
- Able to work effectively and harmoniously with colleagues from varied cultures and professional background.

Languages

- Fluency in English and Thai.



Required Competencies

Values All IOM staff members must abide by and demonstrate these five 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.
- **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 – 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.

How to apply:

Interested candidates are invited to submit their applications via IOM [e-Recruitment system](#) within the above said deadline referring to this advertisement.

Other

- Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.
- This post is subject to local recruitment. Only those holding a valid residence and work permit for the country where this position is based will be eligible for consideration.
- Appointment will be subject to certification that the candidate is medically fit for appointment, verification of residency, visa, and authorizations by the concerned Government, where applicable. Vaccination against COVID-19 will be required for IOM personnel who are hired or otherwise engaged by IOM. As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of full vaccination.



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- IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training or other fee). IOM does not request any information related to bank accounts.
- IOM only accepts duly completed applications submitted through the IOM online recruitment system. The online tool also allows candidates to track the status of their application.
- Only shortlisted candidates will be called for assessment.
- Open for Thai Nationals only

Please ensure that your application is complete with the above-mentioned documents. As incomplete applications generate an immense administrative burden for our organization. As a general rule, candidates who have not properly submitted their application with required documents will be excluded from consideration.