



### Open to Internal and External Candidates

Position Title : **Procurement and Logistics Assistant**  
Duty Station : **Bangkok, Thailand**  
Classification : **General Service Staff (Ungraded, THB 61,000 per month)**  
Type of Appointment : **Special Short-Term Contract, Initial 6 months with possibility of extension**  
Desired Start Date : **As soon as possible**  
Closing Date : **26 October 2021**  
Reference Code : **CFCV031/2021**

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.

#### 1. ORGANIZATIONAL CONTEXT AND SCOPE:

Under the overall supervision of the Senior Resource Management Officer and the direct supervision of the Procurement and Administrative Assistant, the Procurement and Logistics Assistant will be responsible for logistics support and procurement functions in Procurement and Logistics unit, IOM Country Office in Bangkok, Thailand.

#### 2. RESPONSIBILITIES AND ACCOUNTABILITIES:

The successful candidate will have the following duties and responsibilities:

##### 1. Asset Accounting and Management

- Keep track of all IOM assets in Thailand, by conducting physical asset inventory bi-annually including asset tagging, asset assignment / re-assignment, asset transfer, asset disposal, etc;
- Update new asset information in PRISM and store asset documents following the e-filing guideline and procedures in timely manner;
- Conduct annual physical asset verification using SAP Fiori application and submit reports to the supervisor for collation and annual reporting to CAS-Asset Accounting;
- Liaise with CAS-Asset Accounting and / or LEG for approval of asset disposal or transfer including colleagues in other missions on asset related matters;

- Administer, issuance and filing of documents related to asset transactions (assignment, transfer, loss, sale, donation, scrapping, etc.) and ensure that the documents are duly authorized;
- Identify defective / damaged assets and take necessary follow-up actions; handle asset disposal procedures such as sealed bid, scrapping sale, donation, etc. when required;
- Manage assets insurance and ensure that all assets are covered by All risks comprehensive risk insurance policy; review sum insured periodically and handle issues concerning damaged and lost assets for insurance claim.

## **2. Logistics support and Fleet Management**

- Plan and coordinate vehicles and drivers' missions and daily operations in Bangkok office;
- Organize and review the daily transportation requests and assign vehicles and drivers to optimize the usage of resources, to avoid overlapping and ensure cost efficiency and timely support to the project units in Bangkok office;
- Ensure that all staff under his/her supervision have a clear understanding of their individual responsibilities, assignments and accountability in accordance with established policies and procedures;
- Ensure drivers receive proper training to uphold safe driving standards;
- Support drivers and management in ensuring compliance to IOM's policies, procedures and SOPs;
- Monitor vehicles usage, schedule and coordinate their regular maintenance and repair up to the established security standard to ensure operational efficiency and minimize downtime as well as bringing any issue to the supervisor;
- Submit monthly fuel usage consumption and monitor fuel purchase transactions as necessary;
- Monitor and recommend vehicle warranty recovery, as well as confirming repair schedule with vendors;
- Keep track of vehicle logbook, personal mileage, vehicle maintenance, insurance and other official formalities;
- Coordinate with Common services unit to facilitate registration and tax exemption for IOM vehicles with diplomatic plate numbers;
- Review of fleet operations in the sub-offices and sharing of periodic reports on status of fleet and fleet performance;
- Make recommendations for improvement of the fleet and support purchase of vehicles and their registration;
- Provide other logistics support when required.

## **3. Carry out procurement functions and other duties that may be assigned when necessary.**

### 3. DESIRABLE COMPETENCIES:

#### Values

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

- 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

- Teamwork: Fosters a sense of team spirit by developing a shared understanding, accountability and enthusiasm for the team's work.
- Delivering results: Produces high-quality results and workable solutions that meet clients' needs.
- Managing and sharing knowledge: Disseminates and shares knowledge openly and actively contributes to
- Accountability: Proactively seeks responsibility in delivering towards the goals of the Organization.
- Communication: Seeks to share information with others, with due respect for diversity and the confidentiality of specific sensitive information.

### 4. EDUCATION AND EXPERIENCE:

- University degree in business administration, supply and logistics, international relations, or a related field with at least 2 (two) years of relevant professional experience;
- High school diploma with at least 4 (four) years of relevant professional experience;
- Experience working for non-governmental organizations, international governmental organizations or government institutions;
- Experience of asset management, logistics, fleet management and procurement will be considered an asset;
- Experience working in a multi-cultural environment and demonstrated capacity to respect diversity;
- Computer literate;
- Excellent communication skills; strong interpersonal and organizational skills;
- Ability to work under minimal supervision and strive for high quality results.

## 5. LANGUAGES:

**Required:** Fluency in English and Thai (oral and written).

### **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.

Only candidates residing in either the country of the duty station or from a location in a neighboring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighboring country located within commuting distance, and work permit, as applicable.

### ***How to apply:***

Interested candidates are invited to submit their applications along with a duly completed IOM Personal History Form to the IOM Bangkok Human Resources Unit at e-mail [bkkrecruitment@iom.int](mailto:bkkrecruitment@iom.int) by **26 October, 2021** at the latest. The form can be downloaded from <https://thailand.iom.int/sites/thailand/files/Recruitment/IOM%20Personal%20History%20Form%20wit%20Declaration.xls> Kindly indicate the reference code **CFCV031/2021** followed by your full name in the subject line.

Applications should include:

- a) a cover letter, indicating the dates of availability;
- b) a curriculum vitae;
- c) a duly completed IOM Personal History Form (may be downloaded from <http://thailand.iom.int/>);

Only shortlisted candidates will be contacted.

### ***Posting period:***

From 12 October 2021 to 26 October 2021