



GENERIC POST DESCRIPTION

SECTION 1

Position Information

VN	IOM/DAR/018/2024
Position Title	Driver- 3 Positions
Position Grade	G-2
Duty Station	Dar es Salaam, Tanzania United Republic Of
Duration	1 Year with possibility of extension
Position Number	To be created
Job Family	Procurement & Logistics
Organizational Unit	10010625
Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position?	Country Office
Position rated on	Rated
Reports directly to	Procurement and Logistics Officer
Number of Direct Reports	0

SECTION 2

Organizational Context and Scope

Under the general supervision of the Chief of Mission in Dar es salaam, Tanzania United Republic Of, and the direct supervision of Procurement and Logistics Officer, and in the collaboration with relevant units, the successful candidate will be responsible and accountable for the following functions in Dar es Salaam Office, Tanzania.

SECTION 3

Responsibilities and Accountabilities

1. Drive assigned IOM office vehicle(s).
2. Manage the day-to-day maintenance of the assigned vehicle(s) to ensure roadworthiness of the vehicles. This includes daily check of tires, brakes, engine oil, fan belt, etc.
3. Arrange for minor repairs and ensure that the vehicles are kept clean.
4. Ensure that the vehicles undertake regular service intervals.
5. Keep records of spare parts for vehicle(s) and conduct monthly inventory of the spare parts.
6. Find the most direct and safe route over the best available roads to the destination.
7. Ensure that the IOM vehicle(s) is used only for official/authorized business, as advised by the supervisor.
8. Make sure that the daily log sheet is prepared, and a monthly report is prepared summarizing statistics linked to mileage, fuel consumption, etc. for the vehicle.
9. Keep a high degree of confidentiality and discreteness in discussions, which involves IOM and its officials. Take proper actions to reduce potential security threats to IOM officials and/or property within the immediate vicinity of the vehicle and along transport routes.
10. Meet official personnel at the airport(s) and facilitate immigration and customs formalities as required.
11. Collect and deliver mail, documents, pouches, and other communications/items from and to the country office; go to the post office, airport, government agencies, other UN agencies, institutions, project sites, etc., to take and deliver items and communications; keep records as required.
12. When needed, assist the sub-office staff in performing simple clerical duties such as making and answering telephone calls, making photocopies, keeping records, etc.
13. Perform such other duties as may be assigned.

SECTION 4

Required Qualifications and Experience

EDUCATION

- High school degree/certificate with minimum 2 years of relevant working experience or Bachelor's Degree from an accredited institution.
- Valid national driver's license.

EXPERIENCE

- Knowledge of driving rules and regulations.
- Experience in driving a variety of makes and models of vehicles.
- Skills in minor vehicle repairs.
- Knowledge of radio, email, telephone, and other applications.

SKILLS

- Drives IOM vehicles in a safe manner consistent with local regulations.

SECTION 5

Languages

REQUIRED

- For all applicants, fluency in English and Kiswahili is required (oral and written).

DESIRABLE

- Class C – Driving License
- Working knowledge of French and/or Spanish is an advantage.

SECTION 6

Competencies¹

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

¹ Competencies and respective levels should be drawn from the Competency Framework of the Organization.

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.

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 - Behavioral 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 actions and delegated work.

Communication: Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring, and motivational way.

OTHER:

The UN system in Tanzania provides a work environment that reflects the values of gender equality, teamwork, diversity, integrity, a healthy balance of work and life and equal opportunities for all, including persons with disability.

Female candidates and qualified persons with disabilities are encouraged to apply for UN vacancies and are protected from discrimination during all stages of employment.

NO FEES:

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.

HOW TO APPLY:

Interested candidates should fill in the PH form, submit CV's and cover letter indicating Vacancy Number with 3 professional references and contacts to email address: tzvacancy@iom.int

The vacancy is open for both internal and External candidates Tanzanian national only.

Only e-mail applications will be considered.

For further information, please refer to: <https://tanzania.iom.int/careers>

Posting period: From 23rd February 2024 – 07th March 2024

GENERIC POST DESCRIPTION

SECTION 1

Position Information

VN	IOM/DAR/019/2024
Position Title	Senior Procurement and Logistics Assistant
Position Grade	G-6
Duty Station	Dar es Salaam, Tanzania United Republic Of
Duration	1 Year Fixed-Term Contract with possibility of extension
Position Number	N/A
Job Family	Resource Management
Organizational Unit	I0004597
Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position?	Country Office
Position rated on	12 September 2023
Reports directly to	Procurement and Logistics Officer
Number of Direct Reports	0

SECTION 2

Organizational Context and Scope

Under the overall supervision of Senior Resource Management Officer and direct supervision of the Procurement and Logistics Officer, the incumbent will be responsible for organizing procurement activities including obtaining quotations, tendering, purchase and delivery of office supplies and materials and equipment and providing project logistics and administrative support as well as preparing requests for payments, reporting, and encoding.

SECTION 3

Responsibilities and Accountabilities

1. Receive all procurement and supply requisitions from all offices and project managers; make sure all are endorsed prior to procuring using the IOM authorization matrix as applicable for the mission.
2. Process purchase requisitions (PR), requests for quote (RFQ) with vendor/s, prepare bid analysis summaries (BAS) followed by final preparation of purchase order (PO) through PRISM system using Material Management (MM) module. Make sure POs are delivered to suppliers and vendors and their signatures obtained.
3. Ensure all purchases are performed according to IOM procurement rules and implement appropriate mechanisms to avoid fraud and ensure transparency.
4. Provide a monthly checklist on open commitments and follow up with relevant colleagues to ensure timely closure of all the PRs and POs in the PRISM system.
5. Manage cost effective procurement services in contracts and long-term agreements (LTA) in support of IOM Tanzania operations.
6. Make sure assets (IOM and beneficiary) are created in PRISM through MM prior to procurement and acquired and transferred, deactivated once project is completed.
7. Advise project managers and supervisors on offers collected and best goods/services to be procured.
8. Follow-up with suppliers and ensure timely delivery of requested supplies and materials and keep the concerned project staff informed on the status of the delivery.
9. Coordinate with the receiving unit on Goods/Services to be received and obtain the satisfactory delivery notes and invoices from the receiving unit.
10. Maintain efficient filing system for all documents, reports and procurement records, tenders, bids, etc. and make sure it updated regularly.
11. Compile with the help of the NPLO a comprehensive database on the reliable vendors, service providers, contractor that could be used in Tanzania and conduct bi-annual vendor performance reviews, identify specialized supplier opportunities, and implement vendor accreditation processes as required.
12. Coordinate with the Finance Department to ensure that prior to the final ordering and delivery of the equipment/materials, the project code, account code and budget line item have been determined.
13. Maintain an office supplies registry and conduct periodic stock taking to ensure that stationery and cleaning supplies are replenished in a timely manner.

14. Provide logistics assistance to projects including, but not limited to identifying appropriate venues for training/workshops, assisting Programme Assistants in preparing and compiling training materials, etc.
15. Prepare Service Agreements as and when required and ensure that LEG Dept. in Geneva has reviewed and endorsed the agreements/contracts prior the signature.
16. Liaise with suppliers and manufacturers for repair and warranty of damaged equipment's.
17. Oversee management of the Country Office's fleet as required at the duty station.
18. Provide technical supervision and technical guidance to the procurement and logistics team.
19. Perform any other duties as assigned.

SECTION 4

Required Qualifications and Experience

EDUCATION

- University degree in Purchasing and Supplies/Logistics, Business Administration, or a related field from an accredited academic institution with four years of relevant professional experience; or,
- High School Diploma with training in Purchasing and Supplies/Logistics, Business Administration, or a related field and with six years of relevant experience

EXPERIENCE

- At least 5 years of professional work experience in Procurement and Logistics, preferably in a non-government organization or UN agencies.
- A thorough understanding of IOM Procurement and Logistics policies, rules and regulations is an advantage.
- Experience on VAT exemptions procedures and knowledge of government requirements on duty exemptions.
- Delivers on set objectives in hardship situations.
- Demonstrated ability to maintain integrity in performing responsibilities assigned.
- Works effectively with local authorities, stakeholders, beneficiaries, and the broader community to advance country or regional objectives.

SKILLS

- Excellent communication and negotiation skills.
- Ability to pay close attention to details, take initiative and work with minimal supervision.
- Knowledge of Word, Excel, etc. a requirement. Prior experience in usage of SAP an added advantage.

SECTION 5

Languages

REQUIRED

For all applicants, fluency in English and Kiswahili is required (oral and written).

DESIRABLE

Working knowledge of French and/or Spanish is an advantage.

SECTION 6

Competencies¹

The incumbent is expected to demonstrate the following values and 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.

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 2

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 actions and delegated work.

Communication: Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring, and motivational way.

OTHER:

The UN system in Tanzania provides a work environment that reflects the values of gender equality, teamwork, diversity, integrity, a healthy balance of work and life and equal opportunities for all, including persons with disability.

Female candidates and qualified persons with disabilities are encouraged to apply for UN vacancies and are protected from discrimination during all stages of employment.

NO FEES:

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.

HOW TO APPLY:

Interested candidates should fill in the PH form, submit CV's and cover letter indicating Vacancy Number with 3 professional references and contacts to email address: tzvacancy@iom.int

The vacancy is open for both Internal and External candidates Tanzanian national only.

Only e-mail applications will be considered.

For further information, please refer to: <https://tanzania.iom.int/careers>

Posting period: From 23rd February 2024 – 07th March 2024

9. EDUCATION: Give full details, using the following space in so far as it is appropriate of schools or other formal training or education from age 14 (e.g. high school, technical school, apprenticeship, university or its equivalent):

Name and Place	Type	Years attended		Certificates, diplomas, degrees or academic distinctions obtained
		From	To	

10. A) Indicate speed in words per minute (if applicable)				B) List any special skills you possess and machines and equipment you can use				
	English	French	Spanish				Other Languages	
Shorthand								
Typing								

11. List all organizations with which you are or have been affiliated. This list is to include all affiliations, whether social, professional, fraternal, etc.

12. List activities in civic, public or international affairs and name any significant publications you have written.

13. For what kind of work do you wish to be considered?

14. A) Are you willing to accept a post requiring travel?
 B) Would you accept short term employment?
 C) Would you accept an emergency field assignment at short notice?

15. In the event of your being selected, how much notice would you need before appointment?

16. Have you any objections to our making inquiries of your present employer? Yes No

17. EMPLOYMENT RECORD : Starting with your present occupation, list in reverse order each activity in which you have been engaged, **accounting fully for your time. List military service and any period of unemployment of more than six months' duration.** Use a separate block for each period and additional sheets if necessary.

Present or most recent occupation		Description of duties and responsibilities								
<table border="1"> <tr> <td colspan="2">Dates</td> <td rowspan="4">Annual emoluments: Salary Allowances Total</td> </tr> <tr> <td>From (month/year)</td> <td>To (month/year)</td> </tr> </table>		Dates		Annual emoluments: Salary Allowances Total	From (month/year)	To (month/year)				
Dates		Annual emoluments: Salary Allowances Total								
From (month/year)	To (month/year)									
Business or organization (name and address, including city)										
Title of your post or occupation	Name of Supervisor									
Number and kind of employees supervised by you										
Personal address during this period										
Reason for leaving										
<table border="1"> <tr> <td colspan="2">Dates</td> <td rowspan="2">Total annual emoluments:</td> </tr> <tr> <td>From (month/year)</td> <td>To (month/year)</td> </tr> </table>		Dates		Total annual emoluments:	From (month/year)	To (month/year)	Description of duties and responsibilities			
Dates		Total annual emoluments:								
From (month/year)	To (month/year)									
Business or organization (name and address, including city)										
Title of your post or occupation	Name of Supervisor									
Number and kind of employees supervised by you										
Personal address during this period										
Reason for leaving										
<table border="1"> <tr> <td colspan="2">Dates</td> <td rowspan="2">Total annual emoluments:</td> </tr> <tr> <td>From (month/year)</td> <td>To (month/year)</td> </tr> </table>				Dates		Total annual emoluments:	From (month/year)	To (month/year)	Description of duties and responsibilities	
Dates				Total annual emoluments:						
From (month/year)	To (month/year)									
Business or organization (name and address, including city)										
Title of your post or occupation	Name of Supervisor									
Number and kind of employees supervised by you										
Personal address during this period										
Reason for leaving										

18. References: List three persons not related to you who are familiar with your character and qualifications. Do not repeat names of supervisors listed under Item 17.

Name in full (Direct Supervisors)	Telephone Number and Email	Business or Occupation

19. (a) Have you ever been arrested, indicted or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned or placed on probation in connection with such a proceeding, or have you ever been arrested or required to deposit bail or collateral for the violation of any law or regulation, civil or military (excluding traffic violations)?

Answer "Yes" or "No"

(b) If your answer is "Yes" under item 19 (a) above, attach separate sheet giving details of all arrests and fines other than minor traffic violations. Specify charge, date, place where arrested, and disposition.

20. State any other relevant facts. Include information regarding any residence or prolonged travel abroad, give dates, areas, purpose, etc. State any significant experience not included in Section 17 which you believe will serve in the evaluation of your record.

21. State any disabilities which might limit the performance of your work. (Appointment is subject to compliance with medical requirements.)

Having answered every question above, I, the undersigned, declare that the information contained in this form is, to the best of my knowledge, true, complete and accurate, knowing that, if employed, any false declaration or concealment of material facts may result in disciplinary action including dismissal.

Place and Date _____ Signature _____

PLEASE NOTE

Applications will not, as a general rule, be valid or retained by the Organization for more than one year from date of receipt. While you may rest assured that your candidature will be carefully examined, receipt of this form will not be acknowledged, and any further correspondence will be initiated by the Organization.