

## VACANCY NOTICE



International Organization for Migration (IOM)  
The UN Migration Agency

The International Organization for Migration is seeking qualified Turkish Nationals and non-Turkish nationals holding a valid residence permit for the following position based in Gaziantep, Turkey.

Vacancy Notice Number:	<b>VN#TR/2018/115</b>
Position Title:	<b>Warehouse Assistant</b>
Duty Station:	Gaziantep-Turkey
Classification:	6-months Special Short Term Graded Contract – with possible extension (G4)
Deadline of Applications:	<b>24 July 2018</b>
Number of People to be hired	1
Eligibility:	Internal and External Candidates

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.

### **General Functions:**

*Under the overall supervision of Logistics Officer and the direct supervision of National Warehouse Officer, the incumbent will be responsible in maintaining warehouse database and documentation; and provide assistance in receiving and dispatching of warehouse goods.*

### **Major Duties and Responsibilities:**

1. Receive, prepare and regularly update warehouse documentation and maintain warehouse inventory database in the Portal system.
2. Receive goods and prepare Receiving Reports for received goods. Receive stock release requests.
3. Keep a written track of every transaction on the stamped warehouse register.
4. Accept way bills and invoices for the products received and prepare IOM waybills for dispatched goods.
5. Maintain inventory in the Portal system in coordination with logistic and procurement assistant and regularly share the inventory list with Programme and Procurement.
6. Assist with the physical count of warehouse inventory.
7. Ensure that the quality/quantity of goods received in warehouse is according to Purchase Order (PO) specified standards.
8. Ensure that the goods are stored properly.
9. Ensure that the goods, further issued to IOM staff/implementing partners have proper supporting documents.
10. Report the daily receiving/issuance record to Warehouse Manager.
11. Arrange labor for loading/unloading/packing purpose as well as their payments.

12. Perform such other duties as may be assigned.

### **Required Qualifications:**

#### **Education:**

- University degree in Business Administration, Management or a related field from accredited academic institution, with two years of relevant professional experience; or
- High School Certificate in above field with four years of relevant professional work experience.

#### **Experience:**

- Experience in warehouse management or supply management of which substantial exposure in IOM or any UN system or any international organization will be an advantage;
- Experience in procurement process;
- Excellent organizational skills with the ability to manage multiple tasks simultaneously under time constraints; accurate and detail oriented;
- Proficiency in MS office applications such as Word and Excel.

#### **Languages:**

- Fluency in **Turkish** and **English** is required.

### **Required Competencies**

#### **Behavioral**

- Accountability – takes responsibility for action and manages constructive criticisms
- Client Orientation – works effectively well with clients and stakeholders
- Continuous Learning – promotes continuous learning for self and others
- Communication – listens and communicates clearly, adapting delivery to the audience
- Creativity and Initiative – actively seeks new ways of improving programmes or services
- Leadership and Negotiation – develops effective partnerships with internal and external stakeholders;
- Performance Management – identify ways and implement actions to improve performance of self and others.
- Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility;
- Professionalism - displays mastery of subject matter
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation.
- Technological Awareness - displays awareness of relevant technological solutions;
- Resource Mobilization - works with internal and external stakeholders to meet resource needs of IOM.

### **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, accreditation, any residency or visa requirements, and security clearances.

Only candidates residing in either the country of the duty station or from a location in a neighbouring 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 neighbouring country located within commuting distance, and work permit, as applicable.

**Please be advised that this is a local position and as such only applications from candidates with a valid residence / working permit residing in Turkey will be considered.**

**How to Apply:**

Interested candidates are requested to submit their application including the most recent CV with a cover letter in English with contact details (name, position, phone and e-mail details) of three references by indicating name of the position applied with its VN number in the subject line of the e-mail to to [iomtrjobs@iom.int](mailto:iomtrjobs@iom.int) or to IOM Birlik Mahallesi Sehit Kurbanı Akboga Sok. No:24 06610, Çankaya, Ankara Turkey by the end of **24 July 2018**

Please note that only shortlisted candidates will be contacted.