



International Organization for Migration (IOM)
The UN Migration Agency

VACANCY NOTICE

Open to Internal and External Candidates

Position Title : **Laboratory Storage Clerk**
VN No : **IOMKCO/VN/008/2021**
Duty Station : **Nairobi, Kenya**
Classification : **General Service Category, Grade G-3**
Type of Appointment : **One Year Fixed Term, with possibility of Extension**
Estimated Start Date : **As soon as possible**

Closing Date : **01 April, 2021**

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. For the purpose of the vacancy. Qualified female candidates are encouraged to apply.

Context:

Under the overall supervision of the Regional Laboratory and Regional Vaccination Coordinator and the direct supervision of the Pharmaceutical Assistant, the incumbent will be responsible for the pharmacy and laboratory store keeping and monitoring with respect to Migration Health Assessments (HAP) and other programmes implemented by the IOM Migration Health Division in Nairobi, Kenya and the sub-Saharan African region.

Core Functions / Responsibilities:

In particular the incumbent will:-

1. Receive the materials supplied by the vendor as per the purchase order placed by the Purchase Department.
2. Check the materials thoroughly for quality, quantity, specification condition, condition.
3. Categories the materials and store in the appropriate locations, in easy retrievable manner.
4. Take appropriate action for care and preservation of the materials, while maintaining the store neat and tidy.
5. Perform periodic stock inventory, rotation and always ensure correctness of stock.
6. Issue materials to the departments as per the schedule or needs and keep

documentation of these.

7. Pass the documents of the materials received from vendor and send it to manager for further processing.
8. Facilitate the periodic review of the unserviceable or expiring materials and report to the supervisor for appropriate decommissioning or disposal.
9. Prepare purchase orders for pharmacy and laboratory, catalogues these and follow up with the procurement unit on the progress.
10. Prepare shipments to other locations, including in international shipments to IOM offices and clinics in the region.
11. Assist in monitoring medical stock in the sub-Saharan African region via MedStock and report on position.
12. Facilitate to stock transfers between different locations as may be requested.
13. Maintain all the documents up to date, generate reports and submit to concerted managers.
14. Perform such other duties as may be assigned

Required Qualifications and Experience

Education

- Completed High School Degree/Certificate in warehousing/stock management/Logistics/Supply Chain or a related field from an accredited academic institution with three years of relevant professional experience;
- or
- Bachelor's Degree or Equivalent Degree or Higher in the above fields with one year of relevant professional experience

Experience

- Prior relevant experience in a similar position, with specific focus on logistics and inventory stock / supply chain management.
- Comprehensive knowledge of the different elements of the supply chain in humanitarian context.
- Previous work experience in international organizations and companies would be an advantage.
- Computer literate, familiar with MS Office programmes, particularly with Excel and database applications.

Languages

Fluency in English is required.

Required Values

Inclusion & respect for diversity

- Shows respect and sensitivity towards gender, culture, ethnicity, religion, sexual orientation, political conviction and other differences.

- Encourages the inclusion of all team members and stakeholders while demonstrating the ability to work constructively with people with different backgrounds and orientations.
- Promotes the benefits of diversity; values diverse points of view and demonstrate this in daily work and decision making.
- Challenges prejudice, biases and intolerance in the workplace.

Integrity & transparency

- Upholds and promotes the Standards of Conduct and Unified Staff Regulations and Rules.
- Delivers on commitments; manages the organization's resources reliably and sustainably.
- Embraces and encourages transparency, balancing this with the need for discretion and confidentiality as appropriate.
- Maintains impartiality and takes prompt action in cases of unprofessional or unethical behavior.
- Does not abuse one's position and acts without consideration of personal gain. Is motivated by professional rather than personal concerns.

Professionalism

- Demonstrates professional competence and mastery of subject matter and willingness to improve knowledge and skills.
- Seeks to raise professional standards in self and others through daily work and activities.
- Adapts quickly to change and is decisive and versatile in face of uncertainty.
- Shows self-control and persistence when faced with difficult problems and remains calm in stressful situations.
- Is conscientious and efficient in meeting commitments, observing deadlines and achieving results.

Required Competencies

Teamwork

- Establishes strong relationships with colleagues and partners; relates well to people at all levels.
- Is fully aware of the team purpose, respects and understands individual and collective responsibilities.
- Willingly puts in extra effort without being asked and adopts a "hands-on" approach whenever necessary to achieve team objectives.
- Coordinates own work with that of the team to meet agreed priorities and deadlines

Delivering Results

- Produces quality results and provides quality services to clients.
- Meets goals and timelines for delivery of products or services.
- Manages time and resources efficiently, monitoring progress and making adjustments as necessary.
- Shows understanding of own role and responsibilities in relation to expected results.

Managing and Sharing Knowledge

- Keeps abreast of new developments in own field of competence and creates opportunities for knowledge management initiatives.
- Shares knowledge and learning willingly, and proactively seeks to learn from the experiences of others.
- Puts new learning into practice and draws on diverse sources of ideas and inspiration.
- Contributes to the identification of improvements to work processes and assists in implementing them

Accountability

- Accepts personal responsibility for quality and timeliness of work.
- Takes ownership of all responsibilities within own role and honours commitments to others and to the Organization.
- Operates in compliance with organizational regulations and rules.
- Accepts and gives constructive criticism; acknowledges and corrects mistakes and apply lessons learned for improvement

Communication

- Presents information using language and sequence of ideas that is easy for recipients to understand.
- Adapts communication to the recipient's needs, asks questions to clarify, and exhibits interest in having two-way communication.
- Encourages others to share their views, using active listening to demonstrate openness and to build understanding of different perspectives.
- Listens carefully and genuinely to the views and positions of others; acts on received

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.

How to apply:

Interested candidates are invited to submit their application by sending a Motivation Letter and the updated CV to the email address KCOrecruitmentMHD@iom.int referring to this advertisement.

Closing Date: 01 April 2021

Only shortlisted applicants will be contacted.

NOTE

NO FEE:

The International Organization for Migration (IOM) does not charge a fee at any stage of the recruitment process (application, interview meeting, process or training). IOM does not concern itself with information on applicants' bank details.

Posting period:

From 18.03.2021 to 01.04.2021