



JOB TITLE: Procurement & Logistics Assistant

Dar-es-Salaam, United Republic of Tanzania (the)

JOB INFO

- **Job Identification:** 22181
- **Posting Date:** 20/07/2026, 15:10
- **Apply Before:** 03/08/2026, 00:00
- **Contract Type:** Special Short Term Graded (Up to 9 months)
- **Initial Contract Duration:** 6 Months
- **Org Type:** Country Office
- **Vacancy Type:** Special Vacancy Notice
- **Recruiting Type:** General Service
- **Grade:** G-4
- **Is this S/VN based in an L3 office or in support to an L3 emergency response?:** No

JOB DESCRIPTION

Introduction

Established in 1951, IOM is a Related Organization of the United Nations and the leading UN agency in the field of migration. Working closely with governmental, intergovernmental and non-

governmental partners, IOM promotes humane and orderly migration for the benefit of all. It saves lives and protects people on the move, drives solutions to displacement, and facilitates pathways for regular migration, while providing services and advice to governments and migrants.

IOM is committed to fostering a respectful, inclusive and supportive workplace where all employees can thrive professionally and feel valued. By creating such an environment, IOM aims to better harness the full potential of migration and strengthen its support to people on the move.

IOM invites candidates from diverse backgrounds to apply and provides reasonable accommodation throughout the recruitment process when required. Learn more about IOM's workplace culture at [IOM workplace culture | International Organization for Migration](#)

Applications are welcome from internal and external candidates. For all IOM vacancies, applications from qualified and eligible first-tier candidates are considered before those of qualified and eligible second-tier candidates in the selection process. For the purpose of this vacancy, internal and internal-equivalent candidates are considered as first-tier candidates.

Organizational Context and Scope;

Under the overall supervision of the Chief of Mission and the direct supervision of the Resource Management Officer, the successful candidate will be responsible for the carrying out the following duties and responsibilities:

RESPONSIBILITIES

- Organize and oversee all procurement activities, in line with the needs of the IOM Dar es salaam and according to the IOM Procurement Policy. Set up and implement appropriate mechanisms to avoid fraud and ensure transparency.
Process purchase requisitions (PR), request for quote (RFQ) with vendor/s preparation of bid analysis summaries (BAS) followed by financial preparation of purchase order (PO).
Ensure all procurement documents are routed for approval using the IOM authorization matrix as applicable for the mission in the Republic of Tanzania.
- Prepare Request for payment (RFP) documents and close purchase orders when all consignment is received; submit RFP copies with supporting documentation to the account's unit.
- On a local level, liaise with customs and revenue officials to facilitate clearance of IOM consignment, as required by the country law.
- Keep and update an inventory list and tracking system of all IOM assets in Dar es salaam and set up/streamline procedures to manage and safeguard all IOM Dar es salaam assets/supplies. Take care of disposal of assets according to IOM procedures.
- Keep all vehicles' registration documents, taxes and stamps according to laws and regulations in force.
- Liaise with IOM Administration in Dar es salaam, to ensure that all IOM assets in Dar es salaam are insured all times through a reputable Insurance Company under the best terms and conditions. Follow up on any claims that may arise.
- Organize maintenance of all office equipment (excluding IT equipment) and security of Dar es salaam Office and guarantee a continued supply of all essential utilities.
- Maintain a file for each vehicle including copies of purchase invoice, insurance and other relevant documents.
- Undertake IOM Dar es salaam clearing & Forwarding assignments. Advise on importation & exportation of any duty-free commodities and assist international staff in obtaining documents/licenses/exemptions etc. as and when appropriate.
- Perform any other related task as requested.

QUALIFICATIONS

Required Qualifications and Experience

Education

- Holder of a Secondary School Diploma, with 4 years' working experience; or
- Bachelor's Degree combined with 2 years working experience in law (LLB) or related field.
- Experience in International, Public Procurement or Contracts and Supplier Management is required.
- Knowledge of the legal aspects of contract management will be an added advantage
- Ability to work under pressure and meet deadlines

Accredited Universities are those listed in the UNESCO World Higher Education Database.

Experience

- Experience in International, Public Procurement or Contracts and Supplier Management is required.
- Knowledge of the legal aspects of contract management will be an added advantage
- Ability to work under pressure and meet deadlines

Skills

Strong Computer skills especially in Ms Excel, Word and Outlook.

Languages

All IOM staff members in all categories are required to be fluent in one of the IOM's official languages (English, French, Spanish).

For this position, Fluent in English & Kiswahili are required

Proficiency of language(s) required will be specifically evaluated during the selection process, which may include written and/or oral assessments.

Required Competencies

IOM's competency framework can be found at this link. Competencies will be assessed during the selection process.

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 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.

Managerial Competencies – behavioural indicators Level 2, if with direct reports

- **Leadership:** Provides a clear sense of direction, leads by example and demonstrates the ability to carry out the Organization's vision. Assists others to realize and develop their leadership and professional potential.
- **Empowering others:** Creates an enabling environment where staff can contribute their best and develop their potential.
- **Building Trust:** Promotes shared values and creates an atmosphere of trust and honesty.
- **Strategic thinking and vision:** Works strategically to realize the Organization's goals and communicates a clear strategic direction.
- **Humility:** Leads with humility and shows openness to acknowledging own shortcomings.

APPLY HERE