IOM International Organization for Migration
OIM Organisation Internationale pour les Migrations
OIM Organización Internacional para las Migraciones

INTERNSHIP OPPORTUNITY

Terms of Reference

Vacancy No:	IOM/012/08
Functional Title:	Logistics/Procurement Intern
Grade:	Intern – Non-remunerated
Duty Station:	Nairobi (Kenya)
Duration of Assignment:	3 to 6 months

1) Background

IOM Nairobi, Mission with Regional Functions (MRF) is based in Nairobi, and covers Kenya, Tanzania, Uganda, Ethiopia, Rwanda, Burundi, Eritrea, Djibouti, and Somalia.

The incumbent will be placed in the Logistics/Procurement department in IOM Nairobi. The department is a support unit of the mission mainly dealing with procurement, inventory management, maintenance, transport and protocol issues of the mission.

2) Job Description

Under the overall supervision of the Regional Resource Management Officer in IOM MRF Nairobi / Kenya, and under the direct supervision of the Senior Logistics / Procurement Assistant, the intern will be responsible for the following:-

1. Responsible for collecting data for consignments and cargo shipment for the office e.g. brand, model and serial number.
2. Ensure that the new purchased items been entered into the inventory database and assigned respective coding keys.
3. Conduct first review of vendor invoices to ensure compliance with order and goods received.
4. Ensure appropriate records regarding assets disposal; ensure assets are allocated accordingly and used in IOM's best interest.
5. Carry out the Assets Inventory records update and management for the mission; HQ at Nairobi along with the other sub-offices in Kenya.
6. Administrative support for all Procurement and Logistics related issues; like assisting in preparing the paper work and tracking signatures from Heads of Department.

Regional Office for East & Central Africa
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7. Conduct and follow up on the office needs stock in the Nairobi Office, distribution and replenish the same whenever needed.
8. Responsible for ensuring proper management of records and proper archival of the records.
9. Responsible for updating and managing the database system.
10. Any other duties within the incumbent's capabilities that might be assigned by the Logistics / Procurement Officer.

3) Personal Development

The incumbent will acquire technical knowledge in the area of supply chain management. The incumbent will gain in-site experience in working in an international multi-cultural environment, with an intergovernmental organization.

4) Required Qualifications

- University degree in business administration or equivalent
- Good data entry skills
- Working knowledge of Microsoft office and internet applications

5) Required Skills and Competencies

- Personal commitment, efficiency and results-driven.
- Sound organizational skills with strict attention to detail.
- Excellent communication skills.
- Strong interpersonal skills and ability to work as part of a diverse team.
- Flexible and able to adapt quickly to new, different environments.
- Objective and analytical.
- Capable of working under pressure

Mode of Application:

Submit Cover Letter and CV including daytime telephone and email address to:

International Organization for Migration (IOM)
Human Resources Department
PO Box 55040-00200 Nairobi – or – send by email to hrnairobi@iom.int

Closing Date: 30 May 2008

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