

TERMS OF REFERENCE

SECTION 1

Position Information

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| Position Title | Procurement Intern |
| Duty Station | RO Cairo |
| Job Family | Supply Chain & Procurement |
| Organizational Unit | Supply Chain & Procurement |
| Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position? | Regional Office |
| Reports directly to | Regional Supply Chain Officer |
| Number of Direct Reports | 0 |

SECTION 2

Organizational Context and Scope

BACKGROUND INFORMATION

The International Organization for Migration (IOM) is an intergovernmental organization created in 1951 which occupies a leading position on the migratory scene. Composed of 175-member states, plus eight other states with observer status, IOM has offices in more than 100 countries. IOM works closely with governmental, intergovernmental and non- governmental partners to help ensure the orderly and humane management of migration, to promote international cooperation on migration issues, to assist in the search for practical solutions to migration problems and to provide humanitarian assistance to migrants in need, including refugees and internally displaced people. Since September 2016, IOM has become the United Nations migration agency.

The Supply Chain & Procurement Unit ensures efficient and transparent procurement of goods and services to support humanitarian operations. The Procurement Intern will support procurement activities, gaining hands-on experience in compliance, documentation, and supplier coordination.

SUPERVISION

Under the overall supervision of the Senior Regional Resource Management Officer and direct supervision of the Regional Supply Chain Officer, the Procurement Intern will assist in procurement processes, vendor management, and related administrative tasks.

SECTION 3

Responsibilities and Accountabilities

1. Assist in the preparation of purchase requisitions, quotations, and purchase orders.
2. Maintain and update the vendor database, conducting supplier research as needed.
3. Support bid evaluation and procurement selection processes by preparing bid analysis reports.
4. Ensure procurement documents are accurately recorded and organized for compliance and audit purposes.
5. Coordinate with suppliers and internal stakeholders for order tracking and delivery follow-ups.
6. Assist in contract management by tracking agreements and ensuring compliance with terms and conditions.
7. Support the procurement team in preparing periodic procurement reports and data analysis.
8. Perform other administrative tasks as assigned to support procurement operations.

TRAINING COMPONENTS AND LEARNING ELEMENTS

The Intern will gain experience in working in an international multicultural environment, within the United Nations system.

* Gain experience in organization, management, and international cooperation activities.
* Gain a better understanding of IOM’s work, as an inter-governmental organization in the field of Migration, and work on formulating and editing institutional strategies, priorities and workplans.
* The Intern can also access online training courses at the disposal of all IOM staff.
* The Intern will have the possibility to interact with IOM staff within Headquarters and IOM Missions.

SECTION 4

Required Qualifications and Experience

EDUCATION

* Currently enrolled in or recently graduated (within the last 12 months) from a university degree program in Business Administration, Procurement, Supply Chain Management, Logistics, or a related field.

EXPERIENCE

* Academic project experience in procurement, supply chain, or administration is an advantage.
* Familiarity with procurement processes and supply chain principles is desirable.
* Experience using Microsoft Office (Word, Excel, PowerPoint) is required.

SKILLS

* In depth knowledge of the broad range of migration related subject areas dealt with by the Organization; and,
* Knowledge of UN and bilateral donor programming.
* Knowledge of financial rules and regulations.
* Knowledge of International Public Sector Accounting Standards (IPSAS).

SECTION 5

Languages

REQUIRED

For this position, fluency in English (oral and written) is required.

DESIRABLE

Working knowledge of Arabic.

SECTION 6

Competencies[[1]](#footnote-1)

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 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.

NOTES

Eligibility and Selection

In general, the Internship Programme aims at attracting talented students and graduates who:

a) have a interest in, or whose studies have covered, areas relevant to IOM programmes and activities;

b) are either enrolled in the final academic year of a first university degree programme

(minimum Bachelor’s level or equivalent) or have graduated in the last 12 months.

* Only shortlisted candidates will be contacted, and additional enquiries will only be addressed if the candidate is shortlisted.
* Please consider the cost of living in the duty station prior to applying.

SECTION 7

Signatures

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| --- | --- |
| 1st Level Supervisor | Date |
|  | Click here to enter a date. |
| 2nd Level Supervisor | Date |
|  | Click here to enter a date. |

1. Competencies and respective levels should be drawn from the Competency Framework of the Organization. [↑](#footnote-ref-1)