

TERMS OF REFERENCE

SECTION 1

Position Information

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| Position Title | Intern - Supply Chain Management |
| Duty Station | Geneva, Switzerland |
| Job Family | Supply Chain Management |
| Organizational Unit | Information Management and Business Analytics Unit |
| Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position? | HQ |
| Reports directly to | Head of Information Management and Business Analytics Unit |
| Number of Direct Reports | 0 |

SECTION 2

Organizational Context and Scope

BACKGROUND INFORMATION

The Supply Chain Division (SCD) plays a critical role in ensuring the seamless, cost-effective, and sustainable flow of products and services, ultimately contributing to the overall success of the IOM, enabling programme implementation through the effective and efficient delivery of products and services.

Moreover, IOM’s supply chain management activities include:

• Demand Planning and Forecasting: Develops optimized plans for sourcing, logistics, storage, transport, and distribution.

• Procurement: Evaluates and secures the best suppliers for the Organization.

• Storage and inventory management: Controls inbound and outbound flow of goods, stores and prepares goods for transport according to relevant schedules.

• Transpiration/Distribution: Transportation, and delivery of incoming goods from supplier to a distribution location.

• Information Management and Analytics: Manages SCM analytics and reporting functionalities, including the tracking, and reporting on functional KPIs.

The primary objective of the SCD is to create a well-coordinated, efficient, responsive, and responsible supply chain function, ensuring efficiency, cost-effectiveness and ultimately contributing to the overall success and competitiveness of the IOM.

SUPERVISION

Under the overall supervision of the Senior Procurement Officer and the direct supervision of the Head of Information Management and Business Analytics Unit, the successful candidate will be responsible and accountable for implementation of ongoing initiatives and support to projects in the Division.

SECTION 3

Responsibilities and Accountabilities

The duties and responsibilities of the successful candidate will include:

1. Assist in preparation of routine and ad-hoc reports, analyses, and visualizations to support supply chain operations and reporting activities.
2. Assist in preparation of dashboards in Oracle, PowerBI, and other systems, as needed, to monitor IOM supply chain performance and identify opportunities for improvement.
3. Participate in global spend analysis project and data management initiatives and processes.
4. Liaise with global procurement staff in developing category management plans.
5. Liaise with supply chain staff in the field missions in obtaining information about commonly procured items.
6. Assist with preparation and implementation of Procurement Category Management strategy through development of global sourcing solutions with local adaptation and execution.
7. Assist in promotion of sustainability and environmental compliance when developing strategies, performing market research and analysis, and determining appropriate specifications and solutions for each procurement category/segment.
8. Assist with development and preparation of reports and newsletters, outreach presentations, dashboards.
9. Participate and engage actively in UN global initiatives related to supply chain management, as well as collaborate on sharing resources to achieve common goals and implementation of UN global initiatives.
10. Perform such other duties as maybe assigned.

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 supply chain management activities, as well as understand the opportunities for increasing efficiency and effectiveness of the SCM operations.
* Gain a better understanding of IOM’s work, with participation to development and implementation of projects, trainings and workshops related to supply chain management.
* 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.
* Gain experience in collaborating with other UN Agencies and non-governmental organizations.

SECTION 4

Required Qualifications and Experience

EDUCATION

* Currently conducting or completed university degree (Master's or Bachelor's in Business Administration, Finance, Management, Accounting, or a related field from an accredited academic institution

EXPERIENCE

* Experience in the usage of office software packages (MS Word, Excel, PowerBi etc.) and knowledge of spreadsheet and data analysis.

SKILLS

* Good data visualization skills and document-reports design.

SECTION 5

Languages

REQUIRED

For all applicants, fluency in English is required (oral and written).

DESIRABLE

Working knowledge of French or Spanish.

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)