



Vacancy notice open to Internal and External Candidates

Duty Station: Bihac , Bosnia and Herzegovina

Application Deadline: 12 December 2022

Position Title: Warehouse Worker

Contract type: SST Graded

Contract duration: 6 months, renewable

Grade: G2

Starting Date: as soon as possible

Reference Code: SVN 91-11/22

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and 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 and external candidates are eligible to apply to this vacancy.** For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context

The International Organization for Migration (IOM) - the UN Migration Agency - is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental, and non-governmental partners. IOM, together with the international community, assists the population of BiH in rebuilding their lives and working for a better future. Today, with a focus on building the capacity of the BiH government to manage migration, IOM is working with a wide range of governmental and non-governmental partners in a wide range of migration related areas, including, amongst others, the protection of vulnerable migrants; border management; assisted voluntary return; diaspora; technical assistance on migration management; disaster risk reduction and recovery.

Core Functions/Responsibilities

Under the overall supervision of the Head of Sub-Office and direct supervision of the Senior Operations Assistant, the successful candidate will be responsible and accountable for participation in central warehouse operations and activities.



- Receives, checks and inspects goods/items received in order to ensure that they are of accurate quantity, type, and also acceptable quality by reporting the delivery, including the delivery of deficient, incomplete or damaged goods/items, and by labelling goods/items that have arrived at the warehouse.
- Takes part in the warehouse inventory controls and help complete all inventory processes in time by maintaining accurate records of goods/items received, handover goods/items and participating in physical inventories of goods/items.
- Issues and properly records all releases from the warehouse on a daily basis for the Temporary Reception Centers as per the plans developed by Camp Coordinators/NFI Assistants.
- Organizes and keeps storage spaces in a workable, clean and safe condition in order to have fast access to them by selecting space for storage and arranging for goods/items to be placed in the designated areas.
- Keeps warehouse tools and machinery in a good order to use them on a daily basis by performing its regular maintenance and services.
- Performs other duties as assigned.

All duties and responsibilities will be carried out in strict adherence to IOM policies and guidelines, including those related to confidentiality and data protection.

Required Qualifications and Experience

Education: High School diploma with two years of relevant experience.

Experience:

- Experience with warehousing practices and methods.
- Basic understanding of quality control procedures.

Skills:

- Good organizational and time management skills.
- Computer literate with practical experience with Microsoft applications.
- Category B driving license, current forklift license is highly desirable.

Language(s): One of the three languages of Bosnia and Herzegovina (Bosnian/Croatian/Serbian)

Required Competencies

The incumbent is expected to demonstrate the following values and competencies:

Values

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- 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.

Core Competencies

- 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 action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

How to apply

Interested candidates are invited to submit their application (**IOM PHF- Personal History Form and motivation letter**) electronically by email to: bihvacancies@iom.int. **Please be advised that only attached PHF will be taken into consideration and processed.**

Internal candidates are to apply by sending Internal Application Form in attachment.



[IOM CV Form - Personal History Form](#)

Subject: SVN 10-11/22

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED

Applications must be received **by 12 December 2022.**

Posting period: 29 November – 12 December 2022.



As part of the mandatory medical entry on duty clearance, external candidates will be requested to provide evidence of full vaccination against COVID-19.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

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.

Vacancy is open to candidates residing in the country of the duty station or from a location in a neighboring country which is within commuting distance of the duty station. Candidates applying from another location outside commuting distance will be considered locally recruited and will not be eligible for allowances or benefits available to eligible internationally-recruited staff. In all cases, **a prerequisite of taking up position as a staff member in the GS category is right of residence and right to work in the country of the duty station at the time of application.**

The appointment is subject to funding confirmation.