



IOM International Organization for Migration

SHORT VACANCY NOTICE

Open to Internal & External Candidates

Position : **Driver**
Organizational Unit : **Logistics & Procurement**
Duty Station : **Abuja**
IOM Classification : **Special Short Term (SST) Grade equivalent to G2**
Type of Appointment : **Contract Basis (Renewable)**
SVN No. : **SVN2018/66**
Estimated Start Date : **As soon as possible**
Closing Date : **Thursday July 5, 2018**

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:

Under the overall supervision of the Procurement & Logistics Officer and the direct supervision of the Procurement & Logistics Assistant in Abuja, the successful candidate will be responsible for completing standard driving and logistics supporting activities in line with IOM's rules and regulations. He will carry out the following duties and responsibilities:

Core Functions / Responsibilities:

1. Drive IOM office vehicle (s).
2. Manage the day-to-day maintenance of the assigned vehicle to ensure roadworthiness of the vehicles. This includes daily check of tyres, brakes, engine oil, fan belt etc.
3. Arrange for minor repairs and ensures that the vehicles are kept clean.
4. Keep record of spare parts for the vehicle and conduct monthly inventory of the spare parts.
5. Ensure that the vehicles undertake regular service intervals.
6. Make sure that the vehicle always has full tank prior departure for field trips.
7. Find the most direct routing over the best available roads to the destination.
8. Ensure that the IOM vehicle(s) is used only for official/authorized business, as advised by the supervisor.
9. Make sure that the daily log sheet is prepared and a monthly report is prepared summarizing statistics linked to mileage, fuel consumption etc. for the vehicle.
10. Ensure communication equipment in the vehicle are functioning properly and perform frequent radio checks with UN security office as well as radio the base for every vehicle movement (arrival & departure points).

11. Keep a high degree of confidentiality and discreteness in discussions, which involves IOM and its officials.
12. Take proper measures to reduce potential security threats to IOM officials or property within the immediate vicinity of the vehicle and along transport routes.
13. Collect and delivers mails/documents as assigned.
14. Ensure that the steps required by the local rules and regulations are taken in case of involvement in accident.
15. Assist in moving, relocation and general arrangements of office and shelter furniture and items.
16. Record incoming and outgoing correspondence in the mail register.
17. Send and receive courier packages, photocopy, faxing and filing of documents

Required Qualifications and Experience

- Completed Secondary School Education.
- In possession of a valid driving license to drive 4x4 vehicles (A, B, C, E class).
- two years of relevant experience in driving required
- Experience in working with UN agencies/ International NGOs/ Tour companies will be added advantage
- Basic knowledge of vehicle maintenance and repairs.
- A demonstrated level of computer literacy an added advantage.

Languages

Fluency in **English** and Native Language; Fluency in multiple languages advantageous;

Required Competencies

Behavioural

- Accountability – takes responsibility for action and manages constructive criticisms
- Client Orientation – works effectively well with client and stakeholders
- Continuous Learning – promotes continuous learning for self and others
- Communication – listens and communicates clearly, adapting delivery to the audience
- Creativity and Initiative – actively seeks new ways of improving programmes or services
- Leadership and Negotiation – develops effective partnerships with internal and external stakeholders;
- Performance Management – identify ways and implement actions to improve performance of self and others.
- Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility;
- Professionalism - displays mastery of subject matter
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation.
- Technological Awareness - displays awareness of relevant technological solutions;
- Resource Mobilization - works with internal and external stakeholders to meet resource needs of IOM (optional depending on position level)

Other

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

Only candidates residing in the country of the duty station within commuting distance of the duty station will be considered.

Women with the above qualifications are encouraged to apply

How to apply:

Interested candidates are invited to submit their applications via email to HRNIGERIA@iom.int indicating position applied on subject line **by Thursday July 5, 2018**

In order for the applications to be considered valid, IOM only accepts applications with a cover letter not more than one page specifying the motivation for application, addressed to **Human Resources, International Organization for Migration (IOM)** and with a subject line **SVN2018/66 Abuja. Driver.**

All applications should include a functional email address, mobile numbers and detailed curriculum vitae (CV).

Please note that this position is open only to Nigerian National applicants and only shortlisted candidates will be contacted.

Posting period:

From 22.06.2018 to 05.07.2018