



IOM International Organization for Migration

## **SHORT VACANCY NOTICE**

### **Open to Internal & External Candidates**

Position : **Transport & Logistics Assistant**  
Organizational Unit : **Resource Management**  
Duty Station : **Maiduguri**  
IOM Classification : **G4 (NGN 444,463.42 per month)**  
Type of Appointment : **Special Short Term (SST) Grade Equivalent Contract (Renewable)**  
SVN No. : **SVN2018/29**  
Estimated Start Date : **As soon as possible**  
Closing Date : **06<sup>th</sup> June, 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 candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

### ***Context:***

Working under the overall supervision of the Resource Management Officer, Maiduguri and the direct supervision of the Procurement & Logistics Officer, Maiduguri in accordance with IOM's regulations, rules and procedures: In particular, s/he will:

### ***Core Functions / Responsibilities:***

1. Coordinate the movement of the IOM fleet in an efficient and effective manner.
2. Keep control of vehicles - maintenance and timely repairs & services.
3. Update IOM vehicle list in a timely manner
4. Prepare accident reports and follow up claims from insurance Companies
5. Dispensing & tracking fuel vouchers to the drivers as needed
6. Check the fuel consumption and maintain milage records.
7. Assign duties to the drivers
8. Monitor driver's log sheets
9. Coordinate KISS movements and material deliveries with field sub office
10. Coordinate requests for transport and apply for security travel clearance from UNDSS
11. Keep control of insurance and revenue licence
12. Draft general correspondence related to transport matters
13. Prepare documentation related transport/logistics payments
14. Responsible of handling a Petty cash
15. Coordinate and monitor repair and maintenance of facilities (office, guesthouse and warehouse).
16. Track fuel consumption of generators at IOM facilities.
17. Facilitate in obtaining legal clearance for service and lease contracts and follow up on timely renewal
18. Facilitate the process of vehicle related PRF, BAS from sub offices. Subsequently arrange purchasing of spare parts for the vehicle (Colombo and sub offices).
19. Perform such other duties as maybe assigned.

## ***Required Qualifications and Experience***

- Minimum 2 years (Four years for higher school degree) relevant work experience in the humanitarian field will be an advantage; or an equivalent combination of Education, Training & Experience.
- Ability to comprehend, interpret and write. Ability to work with minimal supervision, self-motivated.

## ***Required Competencies***

### **Behavioural**

The incumbent is expected to demonstrate the following competencies:

#### **Accountability**

- Accepts and gives constructive criticism
- Follows all relevant procedures, processes, and policies
- Meets deadline, cost, and quality requirements for outputs
- Monitors own work to correct errors
- Takes responsibility for meeting commitments and for any shortcomings

#### **Client Orientation**

- Identifies the immediate and peripheral clients of own work
- Establishes and maintains effective working relationships with clients
- Identifies and monitors changes in the needs of clients, including donors, governments, and project beneficiaries
- Keeps clients informed of developments and setbacks

#### **Continuous Learning**

- Contributes to colleagues' learning
- Demonstrates interest in improving relevant skills
- Demonstrates interest in acquiring skills relevant to other functional areas
- Keeps abreast of developments in own professional area

#### **Communication**

- Actively shares relevant information
- Clearly communicates, and listens to feedback on, changing priorities and procedures
- Writes clearly and effectively, adjusting wording to the intended audience
- Listens effectively and communicates clearly, adapting delivery to the audience

#### **Creativity and Initiative**

- Actively seeks new ways of improving programmes or services
- Expands responsibilities while maintaining existing ones
- Persuades others to consider new ideas
- Proactively develops new ways to resolve problems

#### **Leadership and Negotiation**

- Convinces others to share resources
- Actively identifies opportunities for and promotes organizational change
- Presents goals as shared interests
- Articulates vision to motivate colleagues and follows through with commitments

#### **Performance Management**

- Provides constructive feedback to colleagues
- Identifies ways for their staff to develop their abilities and careers
- Provides fair, accurate, timely, and constructive staff evaluations
- Uses staff evaluations appropriately in recruitment and other relevant HR procedures
- Holds directly reporting managers accountable for providing fair, accurate, timely, and constructive staff evaluations

#### **Planning and Organizing**

- Sets clear and achievable goals consistent with agreed priorities for self and others
- Identifies priority activities and assignments for self and others
- Organizes and documents work to allow for planned and unplanned handovers

### **Professionalism**

- Masters subject matter related to responsibilities
- Identifies issues, opportunities, and risks central to responsibilities
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation
- Persistent, calm, and polite in the face of challenges and stress
- Treats all colleagues with respect and dignity
- Works effectively with people from different cultures by adapting to relevant cultural contexts
- Knowledgeable about and promotes IOM core mandate and migration solutions

### **Teamwork**

- Actively contributes to an effective, collegial, and agreeable team environment
- Contributes to, and follows team objectives
- Gives credit where credit is due
- Seeks input and feedback from others
- Delegates tasks and responsibilities as appropriate
- Actively supports and implements final group decisions
- Takes joint responsibility for team's work

### **Technological Awareness**

- Learns about developments in available technology
- Proactively identifies and advocates for cost-efficient technology solutions
- Understands applicability and limitation of technology and seeks to apply it to appropriate work

### **Resource Mobilization**

- Establishes realistic resource requirements to meet IOM needs

### **Technical**

- Effectively applies specialized knowledge of logistics and procurement to timely source goods and services.
- Effectively works with vendors and service providers in compliance with IOM procedures to secure cost-effective quality solutions for IOM.
- Drives IOM vehicles in a safe manner consistent with local regulations.

### **Languages**

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

### ***Other***

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

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

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

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 **Wednesday 06<sup>th</sup> June 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 **SVN2018/29 Maiduguri. Transport & Logistics Assistant (G4)**. 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 24.05.2018 to 06.06.2018