



IOM International Organization for Migration

### **SHORT VACANCY NOTICE**

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

Position : **Driver**  
Organizational Unit : **RMU**  
Duty Station : **Bama**  
IOM Classification : **G2**  
Type of Appointment : **Special Short-Term (SST) 6 months with possibility of extension**  
SVN No. : **SVN2024.05**  
Estimated Start Date : **As soon as possible**  
Closing Date : **5 February 2024**

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, 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 work environment. Read more about diversity and inclusion at IOM at [www.iom.int/diversity](http://www.iom.int/diversity). Applications are welcome from first- and second-tier candidates, particularly qualified female candidates. 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.

#### ***Context:***

Under the overall supervision of the Supply Chain Officer and the direct supervision of the Procurement and Logistics Assistant; and in collaboration with relevant units in the field location (Bama), the successful candidates' primary role will be to support in the coordination of all vehicle requests (pick up and drop off) in the field. In particular, he/she will undertake the below responsibilities:

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

- Provide transport support services to IOM Staff using official vehicle(s) in relation to the implementation of project activities).
- Manage the day-to-day maintenance of the assigned vehicle to ensure the roadworthiness of the vehicles. This includes daily checks of tires, brakes, engine oil, fan belts, etc.
- Arrange for minor repairs and ensure upkeep of official vehicle(s).
- Keep a record of spare parts for the vehicle and conduct a monthly inventory of the spare parts.
- Ensure that the vehicles undertake regular service intervals.
- Make sure that the vehicle always has a full tank before departure for field trips.
- Find an efficient routing over the best available roads to the destination.
- Ensure that the IOM vehicle(s) is used only for official/authorized business, as advised by the supervisor.

- Make sure that the daily log sheet is prepared, and a monthly report is prepared to summarize statistics linked to mileage, fuel consumption, etc. for the vehicle.
- Ensure communication equipment in the vehicle is functioning properly and perform frequent radio checks with the UN security office as well as radio the base for every vehicle movement (arrival & and departure points).
- Keep a high degree of confidentiality and discreteness in discussions, which involve IOM and its officials.

***Education:***

Certificate/ Diploma in a related field with 2 years of relevant experience.

***Experience:***

Minimum of two years of professional experience in driving in the humanitarian field.

***Languages:***

Fluency in English (oral and written) required, working knowledge of the local language.

***Skills:***

- Exceptional knowledge of traffic laws and regulations.
- Understanding of motor vehicle functionality.
- Great professional driving skills
- Familiarity tracking vehicle maintenance and ability to detect minor faults.
- Time management.
- Ability to read and write.

***Required Competencies:***

**Behavioural**

The incumbent is expected to demonstrate the following competencies:

**Values**

- Inclusion and respect for diversity respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintain 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 – behavioural indicators *level 2***

- 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.

***Other***

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

Appointment will be subject to certification that the candidate is medically fit for appointment, confirmation of all documents, 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 **Monday, 5th February 2024** and follow this link: <https://forms.office.com/e/UccXqmBq2i>

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 **SVN2024.05 Driver Bama**

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 **22.01.2024 to 05.02.2024**