



IOM International Organization for Migration

SHORT VACANCY NOTICE

Open to Internal and External Candidates Only

Position	: Senior Driver
Organizational Unit	: Resource Management
Duty Station	: Katsina
IOM Classification	: G3
Type of Appointment	: Special Short-Term (SST) 6 months with possibility
SVN No.	: SVN2024.40
Estimated Start Date	: As soon as possible
Closing Date	: 13 May 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. 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:

Working under the overall supervision of the Procurement and Logistics Officer in Abuja and the direct supervision of the Head of Sub-Office in Katsina, the successful candidate will be responsible for completing standard driving and logistics supporting activities in line with IOM's rules and regulations. He/she will carry out the following duties and responsibilities:

Core Functions / Responsibilities:

1. Coordinate the fleet management at the sub-office and other transportation activities relevant to the sub-office needs.
2. Provide transportation support services to IOM Staff using official vehicle(s) in relation to the implementation of project activities.
3. Ensure the safety of passengers, cargo and vehicle and observe traffic rules and road discipline.
4. 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.
5. Arrange for minor repairs and ensure the upkeep of official vehicle(s).
6. Keep records of spare parts for the vehicle and conduct monthly inventory of the spare parts.
7. Ensure that the vehicles undertake regular service intervals.
8. Make sure that the vehicle always has a full tank prior to departure for field trips.
9. Find efficient routing over the best available roads to the respective destination.

10. Coordinate closely with the local security assistant/officer on vehicle movements needing security clearance and/or armed escorts to ensure that necessary security arrangements are made and UNDSS requirements are compiled for such vehicle movements.
11. Ensure communication equipment in the vehicle is functioning properly and perform frequent radio checks with UN security office as well as radio the base for every vehicle movement (arrival & departure points).
12. Ensure that the official vehicle(s) are used only for official/authorized business, as advised by the supervisor.
13. 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.
14. Keep a high degree of confidentiality and discreteness in discussions, which involves IOM and its officials.
15. Take proper measurements to reduce potential security threats to IOM officials or property within the immediate vicinity of the vehicle and along transport routes.
16. Collects and delivers mail / documents as assigned.
17. Ensure that the steps required by the local rules and regulations (pertaining to driving) are taken in case of involvement in accident.
18. Perform such other duties as may be assigned.

Education:

- High school diploma from an accredited institution / High school certificate in Education (NCE).
- Three years of relevant experience in professional driving required.
- A demonstrated level of computer literacy is required, including experience in working with Microsoft Office Package (Word, Excel, Outlook)
- At least 3 years (1 year for degree holders) of relevant experience.
- Experience in driving Armoured vehicle (AV) is an advantage.

Experience:

- At least 3 years (1 year for degree holders) of relevant experience.

Languages:

- Fluency in English (oral and written), Hausa and Fulani required.

Skills:

- Continuous driving experience.
- Valid professional Driving License (A, B, G class).
- Possession of a labour trade test level I, II and III.
- Possession of a recent certificate of good conduct from the Nigeria Police Force.
- Possession of Mechanical certificate from an accredited school is a plus.
- Basic knowledge of vehicle maintenance and repairs.
- Good knowledge of routes within the country.
- Good knowledge and working experience with HF and VHF Radios
- Strong interpersonal and intercultural skills
- Flexible in terms of working hours.
- Mature individual, able to work independently, paying attention to detail and meeting deadlines.

Required Competencies:

Behavioural

The incumbent is expected to demonstrate the following 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 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.
- 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 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, 13 May 2024** and also fill this link: <https://forms.office.com/e/cCC7Tqg2qq>

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 **SVN2024.40. Katsina. Senior Driver (G3)**.

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 **30.04.2024 to 13.05.2024**

No Fees:

IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training, or other fee). IOM does not request any information related to bank accounts.