



International Organization for Migration (IOM)
The UN Migration Agency

OPEN TO INTERNAL AND EXTERNAL CANDIDATES

Reference No. : **SVN/MZ/2022/002**
Position Title : **Driver (4 positions)**
Duty Station : Pemba, Mozambique
Job Family : Procurement, Logistics & Facilities
Classification : **General Service, Grade : G-2**
Type of Appointment : Special Short-Term Graded Contract, 6 (six) months with the possibility of extension. The first six months shall be considered as probation period.
Report to : Fleet Assistant
Estimated Start Date : **As soon as possible**
Closing Date : **21 January 2022**

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency 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. For the purpose of this vacancy, the following internal candidates who meet the eligibility criteria are considered as first-tier candidates:

- Internal candidates on regular or fixed-term contracts should meet the minimum time in post requirement of eighteen months or more at the time of the closing of the SVN
- The minimum time in post requirement is six months for such internal candidates who are incumbents of a position being advertised or confirmed for discontinuation.
- Internal candidates on short-term contracts should meet the minimum time in post requirement of six months or more at the time of the closing of the SVN.

In addition, all applicants should meet eligibility requirements for languages, education and work experience requirements stipulated in the SVN.

Context:

Under the overall supervision of the Logistics Officer and direct supervision of the Fleet Assistant, the incumbent shall provide driving services in support of project and operational activities in the area of responsibility.

Responsibilities and Accountabilities

1. Drive the IOM vehicle and transport authorized personnel. Ensure that the vehicle is used exclusively for official/authorized business, as advised by the supervisor

2. Responsible for the day to day maintenance of the assigned vehicle and ensure its roadworthiness. This includes daily check of tires, brakes, engine oil, fan belt, etc.
3. Keep records of spare parts for the vehicle and conduct monthly spare part inventory.
4. Ensure that the vehicle undertakes regular service intervals and maintains cleanliness of the in and outside part of the vehicle. Arrange for minor repairs and ensure that the vehicle is kept clean at all times.
5. Ensure that the vehicle has full tank and is technically ready prior departure for field trips.
6. Identify the most effective and efficient route to reach the requested destination.
7. Implement measures to reduce potential security threats to IOM officials or property within the immediate vicinity of the vehicle and along transport routes.
8. Ensure that appropriate actions in line with local rules and regulations pertaining to driving are taken in case an accident occurs.
9. Maintain a vehicle logbook and verified by staff using the vehicle.
10. Ensure that the daily log sheet and monthly report is prepared summarizing statistics on mileage, fuel consumption, etc.
11. Undertake other office assignments and small errands when instructed.
12. Adhere to IOM code of conduct and to UNDSS / MOSS Compliance; as well as the local Code of Transit rules and regulations for road travel.
13. Maintain a high degree of confidentiality and discreteness in discussions and travels, which involves IOM and its officials.
14. Perform other duties as may be required.

Required Qualifications and Experience

Education

- Bachelor degree in the relevant field and working experience, or
- Completed High School degree from an accredited academic institution, with two years of driving experience

Experience

- Has working experience in driving four wheel vehicles, soft skins vehicles and minibus.
- Knowledge of driving rules and regulations and skills in minor vehicle repair.
- Clean police records.
- Good knowledge of local area, in particular the IOM project operating areas

Skills

- Has a valid driving license.
- Has experience and skills in driving AV vehicles is advantage.
- Have knowledge and experiences in basic MS Office is an advantage

Languages

Fluency in **Portuguese and Basic English** both oral and written is required.

Required Competencies

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

Values – all IOM staff members must abide by and demonstrate these three 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 – behavioural indicators

- 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

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, verification of Education certificate and security clearances.

How to apply:

Interested candidates are invited to submit their applications in **ENGLISH**, with:

- a) Cover letter, clearly specify suitability and availability date
- b) Detailed *curriculum vitae*, including historical salary and minimum three referees (preferably former direct supervisors).

Please submit your application by email to iommzbvacancies@iom.int, indicating the reference code above (**SVN/MZ/2022/002- Driver**) as subject. The deadline for applications is **21 January 2022**.

Only applicant who meets the above qualification will be considered.

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

Posting period:

From 08.01.2022 to 21.01.2022