



International Organization for Migration (IOM)
The UN Migration Agency

OPEN TO INTERNAL AND EXTERNAL CANDIDATE

Reference No. : **SVN/MZ10/2022/003**

Position Title : **Fleet Assistant**

Duty Station : Pemba (Cabo Delgado), Mozambique

Job Family : Procurement, Logistics & Facilities

Classification : **General Service, G-4**

Type of Appointment : Special Short-Term Graded Contract, for 6 (six) months with the possibility of extension. The first 6 (six) months shall be considered as probation period.

Report to : **Senior Procurement/Logistics Assistant**

Estimated Start Date : **As soon as possible**

Closing Date : **07 February 2022**

IOM is committed to a diverse and inclusive environment. For 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:

IOM is responding to humanitarian needs of displaced people across Cabo Delgado following attacks by armed groups across the province. Over 200,000 IDPs have moved across the province, and recently into Nampula and Niassa provinces.

IOM supports shelter, CCCM, Mental health and psychosocial support services, Shelter in areas that are accessible. All these services require management of a different movements of staff, consultants, and partners across the province and beyond. IOM has rented vehicles (office pick-ups and trucks) to field missions across Cabo Delgado and Nampula, and acquired a 9.5m boat, which enables movement between Pemba and the Ibo islands. This boat needs to have weekly schedules planned to inform local authorities; these movements are organised by project managers, and need to be streamlined into single planning documents, per week with forward planning over coming weeks.

Under the guidance and direct supervision of the Senior Procurement/Logistics Assistant and under overall supervision of Procurement & Logistics Officer, in close coordination with the Head of Sub Office, the incumbent will be responsible for coordinating movements of all local and field missions across Cabo Delgado including cars, boats and aircraft.

Responsibilities and Accountabilities:

In coordination with other IOM G4 Fleet assistant, support in organizing, monitoring, and supervising the day-to-day Logistics and Fleet Management activities for field missions, in accordance with IOM rules, regulations and procedures focusing to achieve the following results:

1. Support in preparation of daily and weekly transport movement plans for adequate use of boats, cars, trucks, and airplanes.
2. Organize, and monitor the correct use of IOM boat, including:
 - Prepare weekly plan for the use of the boat (in coordination with PMs and IOM Focal Points) and monitor all Boat movements.
 - Issue trip manifests to INAMAR and collect all signed MSCR from Program for filling.

- Monitor fuel for boat by issuing PRFs and ensuring collection and delivery fuel Stations in coordination with Boat Crew. Prepare monthly fuel consumption report for the boat, prepare RFP, and follow up with finance to have the payments released timely.
 - Coordinate timely boat maintenance and repair (including procuring boat consumables and spare parts).
 - Verify boat cleanliness and safety (including procuring boat cleaning agent and other relevant safety material in coordination with the Security officer).
 - Liaise with potential United Nations partners interested in the use of the boat, including preparing all the needed documentation.
3. Perform timely payment of all rented trucks for transport of goods for the different units.
 4. Perform timely booking of UNHAS flights for all IOM Units.
 5. File properly and timely all documentation related to the fleet.
 6. Support implementation of the operational plans focusing on achievement of full compliance of logistics and procurement with IOM rules, regulations, policies, and strategies.
 7. Perform other duties as may be assigned by direct reports (supervisor).

Required Qualifications and Experience

Education

- Bachelor's degree in relevant academic background preferable in Maritime Navigation, Marine Machinery Engineering, or other relevant related field with at least 2 (two) year of relevant experience.
- Completed High School degree with at least 4 (four) years in relevant work experience.

Experience

- Good Knowledge Logistics and Operations (road and maritime).

- Ability to prepare clear and concise reports and interpret source information and data.
- High level of computer literacy (MS-Office).

Languages

- Fluency in **English** and **Portuguese** both written and spoken is required.

Required Competencies

The incumbent is expected to demonstrate the following values and 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

- 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 skype user ID, phone number, historical salary and minimum three referees (preferably former direct supervisors).

Please submit your application by email to iommzbvacancies@iom.int , indicating your name and the reference code above **[Name, SVN/MZ10/2022/003 – Fleet Assistant]** as subject. The deadline for applications is **07 February 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 24.01.2022 to 07.02.2022