



IOM International Organization for Migration

Open to Internal and External Candidates

Position Title : **Driver**
Duty Station : **Erbil**
Classification : **General Service Staff, G2**
Type of Appointment : **Special Short Term (SST)**
Duration of Appointment : **Three (3) months with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **17th August, 2017**
Reference Code : **SVN2017/IRQ/069**

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 and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

Under the general guidance of the Chief of Mission (CoM), Head of Office (HoO) in Erbil, the overall supervision of the Senior Resource Management Officer (SRMO) and the direct supervision of the Logistics and Procurement Assistant in Erbil, the Driver is responsible for the following

Core Functions / Responsibilities:

Summary of key functions:

1. Drives office vehicles for the transport of authorized personnel and delivery and collection of mail, documents and other items;
2. Meets official personnel at the airport and facilitates immigration and customs formalities as required;
3. Responsible for the day-to-day maintenance of the assigned vehicle, checks oil, water, Battery, brakes, tires, etc., performs minor repairs and arranges for other repairs and Ensures that the vehicle is kept clean;
4. Logs official trips, daily mileage, gas consumption, oil changes, greasing, etc.;
5. Ensures that the steps required by rules and regulations are taken in case of involvement in accident;
6. Performs other duties as required.

Required Qualifications and Experience

Education

- Secondary school with 2 years' experience, driver's license, knowledge of driving rules
And regulations and skills in minor vehicle repair.

Experience

- Pick up the official staff from/to the airport at any travelling time;
- Perform as duty driver for united nations assistant mission for Iraq (UNAMI) and other UN agencies 48 hours per month;
- Excellent communication and negotiation skills. Ability to present clear and concise information.
- Ability to drive armored vehicles.
- Knowledge of vehicles maintenance.
- Knowledge and skills: driver's license, knowledge of driving rules and regulations and skills in minor vehicle repair.

Languages

Fluency in English, Kurdish and Arabic.

Required Competencies

Behavioural

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

Continuous Learning

- Contributes to colleagues' learning
- Demonstrates interest in improving relevant skills

Communication

- Actively shares relevant information
- Writes clearly and effectively, adjusting wording to the intended audience
- Listens effectively and communicates clearly, adapting delivery to the audience

Performance Management

- Provides constructive feedback to colleagues

Professionalism

- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation
- Masters subject matter related to responsibilities
- Identifies issues, opportunities, and risks central to responsibilities
- 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
- Actively supports and implements final group decisions

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 and verification of residency, visa and authorizations by the concerned Government, where applicable.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

How to apply:

Interested candidates are invited to submit their applications via a link:

<http://iomiraq.net/vacancies/driver-0>

In order for an application to be considered valid, IOM only accepts online profiles duly completed. Only shortlisted candidates will be contacted.

Posting period:

From 03.08.2017 to 17.08.2017