



IOM International Organization for Migration

Open to Internal and External Candidates

Position Title : **Senior Driver**
Duty Station : **Iraq, Baghdad**
Classification : **General Service Staff, Grade G3**
Type of Appointment : **Special Short Term contract (SST)**
Duration of Appointment : **Three (3) months with possibility of extension**
Closing Date : **14th June 2018**
Reference Code : **SVN2018/IRQ/097**

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 general guidance of the Chief of Mission (CoM) and the Senior Resource Management Officer (SRMO), the direct supervision to the Logistics & Procurement Officer, the Senior Driver is responsible for the following

Core Functions / Responsibilities:

1. Drives office vehicles for the transport of authorized personnel from to airport and other location as required.
2. Drives for the Chief of Mission and any VIP visitors 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 Logs official trips, daily mileage, gas consumption, oil changes, greasing, etc.;
4. Ensures that the steps required by rules and regulations are taken in case of involvement in accident;
5. Prepare and manage a daily vehicle movement schedule in coordination with the Logistics/Procurement officer to ensure the efficient and effective management of transportation requests by IOM staff.

6. Coordinates and verifies work schedule of all drivers based in Baghdad Office and ensure satisfactory performance of drivers
7. Ensure that all drivers complete relevant trainings including armored car driving, first aid, and defensive driving;
8. Maintains proper implementation of a transport logbook system for all the vehicles and checks and validates the accuracy of the entries made into the vehicle logbooks both by the drivers and international staff members who are authorized by the Chief of Mission and SRMO in Erbil to drive IOM vehicles.
9. Ensure that IOM vehicles go for regular service at quality garages in coordination with the Procurement Unit and ensure the timely and proper maintenance of all IOM vehicles under the IOM Baghdad office, so that they are in good condition at all times.
10. Verifies that vehicles needing repairs are promptly and properly repaired in accredited workshops in coordination with the Procurement Unit.
11. Maintain a file for each vehicle which should include all vehicle specifications such as procurement documents, insurances, taxes, user's manual, Certificate of Registration, plate number certificate, repairs/maintenance record, fuel consumption record, accident reports checking day-to-day maintenance of the assigned vehicle, oil, water, Battery, brakes, tires, etc
12. Immediately report any problem involving any of the cars, transportation and dispatching to the Logistics/Procurement Officer.
13. Perform other tasks assigned by his immediate supervisor and the mission management.

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
- Establishes and maintains effective working relationships with clients
- Identifies and monitors changes in the needs of clients, including donors, governments, and project beneficiaries

Continuous Learning

- Contributes to colleagues' learning
- Demonstrates interest in improving relevant skills
- Demonstrates interest in acquiring skills relevant to other functional areas
- Keeps abreast of developments in own professional area

Communication

- Actively shares relevant information
- Clearly communicates, and listens to feedback on, changing priorities and procedures
- Writes clearly and effectively, adjusting wording to the intended audience
- Listens effectively and communicates clearly, adapting delivery to the audience

Creativity and Initiative

- Proactively develops new ways to resolve problems

Leadership and Negotiation

- Convinces others to share resources
- Presents goals as shared interests

Performance Management

- Provides constructive feedback to colleagues
- Provides fair, accurate, timely, and constructive staff evaluations
- Uses staff evaluations appropriately in recruitment and other relevant HR procedures

Planning and Organizing

- Sets clear and achievable goals consistent with agreed priorities for self and others
- Identifies priority activities and assignments for self and others
- Organizes and documents work to allow for planned and unplanned handovers
- Identifies risks and makes contingency plans

Professionalism

- Masters subject matter related to responsibilities
- Identifies issues, opportunities, and risks central to responsibilities
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation
- 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
- Delegates tasks and responsibilities as appropriate
- Actively supports and implements final group decisions
- Takes joint responsibility for team's work

Technical

- Proactively identifies and advocates for cost-efficient technology solutions
- Good communication skills
- Ability to meet deadlines and work under pressure.
- Personal commitment, efficiency, flexibility, drive for results

- Proficiency in oral and written English, Kurdish and Arabic.

Education and Experience

- Secondary education with 3 years of work experience as a driver or a University degree with one year of experience.
- Valid Driver license is required.
- A safe driving record, knowledge of driving rules and regulations, skills in minor vehicle repairs, and excellent knowledge of streets and areas are required.

Languages

- Excellent command of English, Kurdish and Arabic. Any other language is an asset.

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/senior-driver>

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 31.05.2018 to 14.06.2018