



IOM International Organization for Migration

## **SPECIAL VACANCY NOTICE**

### **Open to Internal and External Candidates**

Position Title : **Driver – Re-issued**  
Vacancy Number : **SVN/IOMSO/024/2018**  
Duty Station : **Baidoa, Somalia**  
Classification : **General Service Staff, Grade G2**  
Type of Appointment : **6 months Special Short Term with, possibility of extension**  
Organizational Unit : **Resource Management Unit**  
Direct Supervision : **Senior Resource Management Officer**  
Overall Supervision : **Senior Supply Chain Officer**  
Estimated Start Date : **As soon as possible**  
Closing Date : **23 May, 2019**

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 overall supervision of the Senior Resource Management Officer and the direct supervision of the Senior Supply Chain Officer for the day to day technical duties.

### **Core Functions / Responsibilities**

- Drive IOM vehicles inside and outside the Baidoa, including on convoys, and execute tasks as assigned by the supply chain officer.
- Ensure the safety of passengers, cargo and vehicle and observe traffic rules and road discipline.
- Manage the day-to-day maintenance of the assigned vehicle(s), including armoured vehicles, to ensure road worthiness before departure. This includes daily check of tires, brakes, engine oil and fan belt. Ensure cleanliness of the vehicle(s) at all times and mandatory MOSS equipment is present and in proper working order that is fire extinguisher.
- Collect mail, cargo and deliver various documents or items as planned.
- Fill in the inspection sheet of vehicle status and share with the supply chain officer.
- Report promptly any defects or malfunctioning of the vehicle that requires immediate attention to the direct supervisor.

- The incumbent will be responsible for driving IOM vehicles, transport persons and goods authorized by IOM, from one destination to another in a timely, safe and cost effective manner.
- Maintain the vehicle road log sheet including the fuel status and oil changing at all times.
- Closely coordinate with the field security officer and local security assistant on security matters and convoy planning.
- Follow the rules and regulations of driving IOM vehicles at all times.
- Follow all security procedures as required in Baidoa.
- Refuel the vehicle(s) as required.
- Be prepared and willing to work /weekend shifts as requested and on regular basis.
- Perform such other duties as may be assigned from time to time.

## ***Required Qualifications and Experience***

### **Education**

- Completed Secondary School Education.
- In possession of a valid driving license (A, B, C, D, E class).

### **Experience**

- Two years continuous driving experience with a busy organization.
- Possession of a recent certificate of good conduct from the NISA department.
- Basic knowledge of vehicle maintenance and repairs.
- Good knowledge of routes within Mogadishu.
- Good knowledge and working experience with HF and VHF Radios.
- Flexible in terms of working hours.
- Experience in working with UN agencies/ International NGOs/ Tour companies will be added advantage
- Trained in all terrain, defensive driving, and armored vehicle driving

### **Languages**

Fluent in **English** and **Somali** is required.

## ***Required Competencies***

### **Behavioural**

- Accountability – takes responsibility for action and manages constructive criticisms
- Client Orientation – works effectively well with client and stakeholders
- Continuous Learning – promotes continuous learning for self and others
- Communication – listens and communicates clearly, adapting delivery to the audience
- Creativity and Initiative – actively seeks new ways of improving programmes or services
- Leadership and Negotiation – develops effective partnerships with internal and external stakeholders;
- Performance Management – identify ways and implement actions to improve performance of self and others.

- Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility;
- Professionalism - displays mastery of subject matter
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation.
- Technological Awareness - displays awareness of relevant technological solutions;
- Technical - Drives IOM vehicles in a safe manner consistent with local regulations

### ***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 should submit CV and a cover letter indicating the **Vacancy Notice Number (SVN No) and Vacancy Name** with three professional referees and their contacts (both email and telephone) to: [recruitmentsomalia@iom.int](mailto:recruitmentsomalia@iom.int)

**Closing Date: May 23, 2019**

*Only shortlisted candidates will be contacted. Women are encouraged to apply.*

### **NOTE**

**NO FEE:** The International Organization for Migration (IOM) does not charge a fee at any stage of the recruitment process (application, interview meeting, process or training). IOM does not concern itself with information on applicants' bank details.

Posting period:

From 10.05.2019 to 23.05.2019