



Vacancy Notice
Open to Internal and External Candidates
VN SL 2024 _001

Position Title : Driver
Duty Station : Freetown, Sierra Leone
Classification : General Service, Grade G2
Type of Appointment : One Year Fixed Term, with a possibility of extension
Estimated Start Date : As soon as possible

Closing Date : 24 July 2024

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, 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.
Applications from qualified female candidates are particularly encouraged.
Internal and external candidates are eligible to apply to this vacancy. For all IOM vacancies, applications from eligible and qualified internal candidates are considered before those of qualified and eligible external candidates in the selection process.

Context

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, 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 Sierra Leone, overseen by the West and Central Africa Regional Office, operates with a focus on executing country-specific programs aligned with the strategic priorities of the region. IOM has been operating in Sierra Leone since 2001. Since signing a cooperation agreement with the Government of the Republic of Sierra Leone in April 2001, IOM has actively engaged in diverse migration management and migration governance efforts in Sierra Leone. The Organization concentrates on various programmes aimed at addressing migration needs, challenges and promoting sustainable development, with a broader objective of fostering safe, orderly, and well-managed migration in Sierra Leone.

Reporting to the Senior Procurement and Logistics Assistant under the overall supervision of the Ressource Management Officer the incumbent will perform the perform the following functions:

Core Functions / Responsibilities

1. Drive assigned IOM office vehicle(s).
2. Manage the day-to-day maintenance of the assigned vehicle(s) to ensure roadworthiness of the vehicles. This includes daily check of tires, brakes, engine oil, fan belt, etc.
3. Arrange for minor repairs and ensures that the vehicles are kept clean.
4. Ensure that the vehicles undertake regular service intervals.
5. Keep records of spare parts for vehicle(s) and conduct monthly inventory of the spare parts.
6. Find the most direct and safe route over the best available roads to the destination.
7. Ensure that the IOM vehicle(s) is used only for official/authorized business, as advised by the supervisor.
8. Make sure that the daily log sheet is prepared, and a monthly report is prepared summarizing statistics linked to mileage, fuel consumption, etc. for the vehicle.
9. Keep a high degree of confidentiality and discreteness in discussions, which involves IOM and its officials. Take proper actions to reduce potential security threats to IOM officials and/or property within the immediate vicinity of the vehicle and along transport routes.
10. Meet official personnel at the airport(s) and facilitate immigration and customs formalities as required.
11. Collect and deliver mail, documents, pouches, and other communications/items from and to the country office; go to the post office, airport, government agencies, other UN agencies, institutions, project sites, etc., to take and deliver items and communications; keep records as required.
12. When needed, assist the country office staff in performing simple clerical duties such as making and answering telephone calls, making photocopies, keeping records, etc.
13. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- High school diploma.

Experience

- 3 years Driving for the Diplomatic Corps and/or UN Agencies is highly desirable.

Skills

- Proficient in Microsoft Office applications e.g. Word, Excel, PowerPoint, E-mail, Outlook;
- Attention to detail, ability to organize paperwork in a methodical way;
- Discreet, details and clients-oriented, patient and willingness to learn new things; and,
- High level of interpersonal communication; commitment, efficiency, flexibility, drive for results,
- Demonstrated ability of working effectively and harmoniously with colleagues from varied cultures and professional backgrounds to achieve desired goals.
- Clearly communicates, and listens to feedback on, changing priorities and procedures

Languages

Fluency in **English** is required.

Required Competencies

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

Values

- Inclusion & respect for diversity: Respects and promotes individual and cultural differences. Encourages diversity and inclusion wherever possible.
- Integrity & 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

- 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 and 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, accreditation, any residency or visa requirements, and security clearances.

Female candidates with the above qualifications are encouraged to apply.

How to apply:

How to Apply: Interested candidates are invited to submit their applications to iom-recruitment-sl@iom.int with the subject line, “ VN SL 2024 _001 – Driver” with the following attachment in PDF; (i) Cover Letter , (ii) Curriculum Vitae, (iii) Education and Work Experiences, (iv) Three Reference Contacts. The deadline of submission is Wednesday, 24th July 2024.

FEMALE APPLICANTS ARE STRONGLY ENCOURAGED TO APPLY

Only shortlisted candidates will be contacted.

Posting period

From 17 July 2024 to 24 July 2024