



International Organization for Migration (IOM)
The UN Migration Agency

SPECIAL VACANCY NOTICE IOM/MALAKAL/SVN2022/24

Open to Internal and External Candidates

Position Title : **Driver (2 Positions)**
Duty Station : **Malakal, South Sudan**
Classification : **General Service Staff G2**
Type of Appointment : **Special Short Term, 6 months with a possibility of an extension**
Estimated Start Date : **As soon as possible**
Closing Date : **July 06, 2022**

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

IOM in South Sudan has a broad range of programming centered around three broad areas: Humanitarian Coordination and Support; Humanitarian response and Resilience; and Peacebuilding, Transition, and Development. Humanitarian Coordination and support includes leading/co-leading the Camp Coordination and Camp Management (CCCM) and Shelter and Non-Food Items (NFI) Clusters, Displacement Tracking Matrix (DTM), Water, Sanitation and Hygiene (WASH) and management of WASH and Shelter and NFI Core-pipelines, Humanitarian Hubs and common transport services. Humanitarian response and Resilience includes CCCM, WASH, Shelter & NFI, Health, Protection, Gender equality and inclusion, Mental health and Psychosocial support and the Management of a Rapid Response Fund. Under Peacebuilding, Transition and Development, IOM South Sudan implements programming on Housing, Land and Property Page issues, Transition and Recovery, Transhumance conflict prevention, Community-based violence reduction, Community development and Migration Management.

Scope and Context.

Under the overall supervision of Head of Office and direct supervision of the Logistics and Procurement Officer, the successful candidate will be responsible for driving IOM official vehicles, and in particular:

Roles and Responsibilities.

1. Drive IOM vehicle(s) and execute tasks as assigned
2. Manage the day-to-day maintenance of the assigned vehicle to ensure road worthiness of the vehicles. This includes daily check of tyres, 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. Ensure that the vehicle always has full tank prior departure for field trips.
6. Find the most direct routing over the best available roads to the destination.
7. Ensure that the IOM vehicle(s) is used only for official/authorized business, as advised
8. Ensure that the daily log sheet is properly filled and submit a weekly copy every Friday to the head of Drivers.
9. Keep a high degree of confidentiality and discreteness in discussions, which involves IOM and its officials.
10. Take proper measurements to reduce potential security threats to IOM officials or property within the immediate vicinity of the vehicle and along transport routes.
11. Collect and delivers mail / documents as assigned.
12. Ensure that the steps required by the local rules and regulations (pertaining to driving) are taken in case of involvement in accident.
13. Make sure of proper usage of the vehicle and proper usage of fuel consumption.
14. Be responsible of the security of the passengers transported
15. Make sure the communication system (radio HF, VHF) is well functioning.
16. Make sure that that first Aid kit, extra tire, Hijack, tools are permanently in the car
17. Be responsible of any misuse of spare parts including tires
18. Ensure that the keys are returned for safeguarding at the end of the shift or handed over to the next driver.
19. Be prepared and willing to work night/weekend shifts as requested and on regular basis
20. Perform any other duties that the supervisor may assign

Qualifications.

(Education and Experiences;)

- A minimum of secondary school certificate must possess a valid driver's license.

Experience.

- At least 2 years driving experience and similar assignment.
- Good communication and teamwork skills.
- Personal Commitment and high level of integrity.
- Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds
- Good understanding of South Sudan.
- Ability to work independently under minimal supervision.
- Ability to handle pressure.

- Excellent organizational skills with the ability to manage multiple tasks simultaneously under time constraints, accurate and detail oriented.
- Knowledge on supply management, logistics and warehousing and product quality control.

Behavioral

- Accountability- takes responsibility for action and accepts constructive criticisms
- Client Orientation- Identifies the immediate and peripheral clients of own work
- Continuous Learning- Demonstrates interest in improving relevant skills
- Communication- Listens effectively and communicates clearly, adapting delivery to the audience
- Performance Management- Provides constructive feedback to colleagues
- Planning and Organising – Effectively applies specialized knowledge of logistics and procurement to timely source goods and services.
- Professionalism- displays mastery of subject matter
- Teamwork- actively contributes to an effectively collegial and agreeable team environment.

Technical

- Executes tasks in a timely and accurate manner.

Languages

Thorough knowledge of oral and written English, Arabic and working knowledge of local languages essential.

Method of application.

Interested candidates are required to complete the information in this link <https://ee.humanitarianresponse.info/x/#Yi5g> and submit a letter of motivation and curriculum vitae marked “**Driver**” to e-mail: yss@iom.int. Applications needs to reflect the position title and vacancy number on the subject line.

Strictly On-line Applications will only be accepted.

Note: Incomplete applications will not be considered valid.

Women are highly encouraged to apply

Deadline for applications: July 06, 2022. Only short-listed applicants will be contacted.

Posting Period: 22 June 2022 to 06 July 2022