



International Organization for Migration (IOM)  
The UN Migration Agency

## **A CALL FOR APPLICATIONS – ON-CALL DRIVER**

<b>I. POSITION INFORMATION</b>	
Vacancy No.	IOMKCO/CFA/027/2023
Position title	On-call Driver
Position grade	Ungraded
Duty station	Dadaab, Kenya
Job family	Common Services
Organizational unit	Transport Unit
Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position?	Kenya Country Office
Reporting directly to	Procurement and Logistics Assistant
Overall Supervision by	Head of Sub-Office
Number of Direct Reports	None
<b>II. ORGANIZATIONAL CONTEXT AND SCOPE</b>	
<p>Under the overall supervision of the Head of Sub-Office and the direct supervision of Procurement and Logistics Assistant in Dadaab, the incumbent shall be responsible for driving IOM vehicles to transport persons and goods authorized by IOM in a timely, safe and cost-effective manner.</p>	
<b>III. RESPONSIBILITIES AND ACCOUNTABILITIES</b>	
<p>In particular, the incumbent will perform the following duties:</p> <ol style="list-style-type: none"><li>1. Drive IOM vehicles and execute the tasks as assigned by direct supervisor.</li><li>2. Ensure the safety of passengers, cargo and vehicle and observe traffic rules, road discipline with most direct and safe roads to the destination.</li><li>3. Perform day-to-day maintenance of the assigned vehicle to ensure roadworthiness. This includes daily check of tyres, brakes, engine oil, fan belt, etc.</li><li>4. Prepare and submit weekly reports on vehicle status. Fill in the inspection sheet of vehicle status and share with the supervisor. Report promptly, to the direct supervisor, any defects or malfunctioning of the vehicle that require immediate attention for planning and control of regular services.</li><li>5. In case of accident, inform direct and overall supervisors immediately; prepare written incident report and obtain a Police Report/Abstract.</li><li>6. Maintain the vehicle road logbook including the status of fuel and oil changes at all times.</li><li>7. Complete the online database entry for the assigned vehicle in fleet database on weekly basis.</li><li>8. Check daily status and availability of spares, jack, fire extinguishers and tools.</li><li>9. Refuel the vehicle as required and perform compulsorily record in the log sheet.</li></ol>	

10. Maintain assigned vehicle clean, tidy all the times and ensure it is road worthy.
11. Ensure that the IOM vehicles are only used for official/authorized business.
12. Ensure that the keys are returned for safeguarding at the end of the shift or handed over to the next driver.
13. Ensure a hand over form is duly completed and signed by both drivers during the exchange of vehicles.
14. Ensure that driver's SOP is followed without any breach.
15. Prepare convoy security clearances and forward them accordingly to the IOM Kenya Field Security Unit and ensure vehicle is kept secured at all times.
16. Collect and deliver mail, official documents and other items as needed.
17. Perform such other duties as may be assigned.

#### **IV. REQUIRED QUALIFICATIONS AND EXPERIENCE**

##### **EDUCATION**

Completed High/Secondary school education with two years of relevant professional experience.

##### **EXPERIENCE**

1. At least two years' continuous driving experience;
2. Valid Driving License (A, B, C, E class), PSV licenses is an added advantage;
3. Possession of a Government driving test grade I and II;
4. Possession of Mechanical certificate from an accredited school is a plus;
5. Good knowledge of vehicle maintenance and repairs;
6. Good knowledge of routes within the country;
7. Good knowledge and working experience with HF and VHF Radios
8. Strong interpersonal and intercultural skills;
9. Availability to work during weekends and after hours as requested;
10. Mature individual, able to work independently, paying attention to detail and meeting deadlines;
11. Good computer skills, especially in Ms Office: Word, Outlook and Excel.

##### **SKILLS**

##### **V. LANGUAGES**

Required <i>(specify the required knowledge)</i>	Desirable
Fluency in both written and spoken English and Swahili.	

##### **VI. COMPETENCIES<sup>1</sup>**

<sup>1</sup> Competencies and respective levels should be drawn from the Competency Framework of the Organization.

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

**Values** - all IOM staff members must abide by and demonstrate these three values:

- Inclusion and respect for diversity: Respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and 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.
- Courage: Demonstrates willingness to take a stand on issues of importance.
- Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

**Core Competencies** – behavioural indicators *level 1*

- 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; explains complex matters in an informative, inspiring and motivational way.

### **How to apply:**

Interested candidates are invited to submit their application by sending a Motivation Letter and the updated CV to the email address [hrnairobi@iom.int](mailto:hrnairobi@iom.int) referring to this advertisement.

**Closing Date: 3<sup>rd</sup> April 2024.**

Only shortlisted applicants will be contacted.

### **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: **14.06.2023 – 03.04.2024**