

**CALL FOR APPLICATIONS**

**Open to Internal and External Candidates**

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|  Position Title | : | **Driver**  |
|  Duty Station | : |  **Odesa, Ukraine** |
|  Classification | : |  **General Service Staff, UG (1000 USD per month)** |
|  Type of Appointment | : |  **Special Short-Term, Six months with possibility of extension** |
|  Estimated Start Date | : |  **As soon as possible** |
|  Closing Date | : |  **10 February 2023** |

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. 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 general supervision of the Chief of Mission (CoM) and Resource Management Officer and the direct supervision of the Facility and Fleet Management Officer with oversight of the Hub Lead (Odesa), the Driver will perform the following functions:

***Core Functions / Responsibilities:***

1. Drive IOM office vehicle(s).
2. Manage the day-to-day maintenance of the assigned vehicle to ensure roadworthiness 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. Keep records of spare parts for the vehicle and conduct monthly inventory of the spare parts.
5. Ensure that the vehicles undertake regular service intervals.
6. Make sure that the vehicle always has full tank prior departure for field trips.
7. Find the most direct routing over the best available roads to the destination.
8. Ensure that the IOM vehicle(s) is used only for official/authorized business, as advised by the supervisor.
9. 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.
10. Keep a high degree of confidentiality and discreteness in discussions, which involves IOM and its officials.
11. Take proper measurements to reduce potential security threats to IOM officials or property within the immediate vicinity of the vehicle and along transport routes.
12. Collect and delivers mail / documents as assigned.
13. Ensure that the steps required by the local rules and regulations (pertaining to driving) are taken in case of involvement in accident.
14. Assist the Senior Driver in plans, organizes, and schedules the work of temporary drivers.
15. Compare information on requisition or invoices to shipments received or issued to verify their accuracy; completes requisitions or other forms and ensure that the Organization’s requirements/procedures are followed.
16. Assist the Mission in custom clearance, preparing and administering of this issue.
17. Perform such other duties as may be assigned.

***Required Qualifications and Experience***

**Education**

* High school diploma/certificate with at least three years of relevant work experience.

OR

* Bachelor’s Degree or equivalent from an accredited academic institution with at least one year of professional work experience.

**Experience**

* Experience of work for international organizations is an asset;
* Safe driving record;
* Valid driver's license of category B and C;
* Excellent knowledge of applicable Traffic Rules of Ukraine.
* Skills in minor and emergency vehicle repair;
* Basic knowledge of office software (MS Word/Excel/Outlook/Internet Explorer) is an asset.

**Languages**

Good knowledge of English, fluency in Ukrainian is required.

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

**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.

**Core Competencies** – behavioural indicators

* 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.

***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 security clearances.

A prerequisite for taking up the position is legal residency in the country of the duty station and work permit, as applicable.

***How to apply:***

Interested candidates are invited to submit their applications on **IOM Personal History Form**(<https://ukraine.iom.int/sites/g/files/tmzbdl1861/files/documents/personal_history_form_2016.xls> to iomukrainerecruitment@iom.int by **10 February 2023** the latest, referring to this advertisement in the subject line of your message.

Only shortlisted candidates will be contacted.

***Posting period:***

From 27.01.23 to 10.02.2023