



## Vacancy Notice

<b>VN Number</b>	AZVN2018-10
Position Title:	Driver
Duty Station:	Baku, Azerbaijan
Classification:	General Service Staff, Grade G2
Type of Appointment:	One Year Fixed Term, with possibility of extension
Estimated Start Date:	As soon as possible
Closing Date:	24 August, 2018

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:**

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.

Under the overall supervision of COM and direct supervision of National RMO, successful candidate will be responsible for driving the IOM vehicle in accordance to IOM rules and regulations.

### **Core Functions / Responsibilities:**

#### **MOVEMENTS/AIRPORT ASSISTANCE**

1. Review and check travel documents
2. Conduct pre-departure instruction to migrants (on flights, documentation, baggage)
3. Assists in the preparation and distribution of passenger documents and tickets
4. Assist migrants during departure check in and provide any other airport assistance that may be required by arriving or departing migrants.
5. Arrange transport for returnees

#### **TRANSPORT REQUIREMENTS & CAR MAINTENANCE**

6. Drive IOM office vehicle(s).

7. Manage the day-to-day maintenance of the assigned vehicle to ensure roadworthiness of the vehicles. This includes daily check of tires, brakes, engine oil, fan belt etc.
8. Arrange for minor repairs and ensures that the vehicles are kept clean.
9. Ensure that the vehicles undertake regular service intervals.
10. Find the most direct and safe route over the best available roads to the destination.
11. Ensure that the IOM vehicle(s) is used only for official/authorized business, as advised by the supervisor.
12. 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.
13. Collect and delivers mail / documents as assigned.
14. Follow the rules and regulations of driving IOM vehicles at all times.
15. Deal with custom clearances, vehicle registration and other diplomatic matters (visa, passport, plate number etc.)

### **ADMINISTRATIVE TASKS**

16. Assist in monitoring office facilities and equipment, maintain supplies of stationery, monitor water, gas, electricity meters in order to provide office uninterrupted supplies of electricity, water and gas.
17. Perform such other duties as may be assigned

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

### **Education**

- Completed Secondary Education with at least 2 years relevant experience as driver; or
- Completed Bachelor's degree from an accredited academic institution, preferably in business administration, social sciences or a related field.

### **Experience**

- Experience in working with UN agencies or International NGOs will be added advantage
- Basic knowledge of vehicle maintenance and repairs.
- Valid driving License (Category B)

### **Languages**

Azerbaijani-fluent  
Russian-intermediate  
English- intermediate

## ***Required Competencies***

### **Behavioural**

The incumbent is expected to demonstrate the following competencies:

- 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;
- Resource Mobilization – works with internal and external stakeholders to meet resource needs of IOM

### ***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 are requested to submit their application including the **most recent CV with a motivation letter in English** by indicating **name of the position** applied with its **VN number** in the subject line of the e-mail to **bakuhr@iom.int** by the end of **24 August 2018**.

**Please note that only CVs with motivation letter will be reviewed and only shortlisted candidates will be contacted**