



International Organization for Migration (IOM)
The UN Migration Agency

IOM VACANCY ANNOUNCEMENT

SVN/2024/005 – IOM-ZM

Open to Internal/External Candidates

Position Title:	Driver
Duty Station:	Lusaka, Zambia
Classification:	G2
Type of Appointment:	SST Graded (6 months with possibility of extension)
Estimated Start Date:	As soon as possible
Closing Date:	06 February 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.

Context:

Under the overall supervision of the Resource Management Officer, and the direct supervision of the Operations/Logistics Assistant, the incumbent candidate will carry out and be responsible for the following duties in line with IOM Rules, Regulations and Procedures

Core Functions / Responsibilities:

1. Drive IOM office vehicle(s) for the transportation of IOM beneficiaries, and authorized personnel within Zambia and beyond.
2. Inspect vehicle for safety and roadworthiness i.e. check, oil, water, tires, brakes, fan belt and cleanliness and ensure that routine maintenance is regularly scheduled and adhered to.
3. Ensure that the vehicle has full tank at all times especially prior to departure for field visits.
4. Collect and deliver mail, parcels, bank deposits and other materials for and on behalf of the Organization.
5. Verify that vehicles are serviced at the recommended intervals, and update the maintenance logbook.



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6. Co-ordinate with garage on car repairs as per list of approved Service Providers
7. Maintenance and services to be reported to supervisor, as well as expiry of licenses of vehicles. Faults or damage to vehicles should also be reported to the supervisor.
8. Ensure that the IOM vehicle(s) is used only for official/authorized business, as advised by the supervisor.
9. Maintain accurate daily mileage record and prepare monthly report including summarizing statistics linked to mileage, fuel consumption etc. for vehicle assigned.
10. Take immediate actions required by rules and regulations are taken in case of involvement in accidents.
11. Comply with applicable laws, regulations, and/or rules, standards and guidelines of the IOM and that of the local authorities and ensure all travel documents and mission authorizations are available at all times.
12. Ensure that s/he is always aware of the security alerts, following security steps in place by the IOM and driving in accordance to the approved routes
13. Take proper measurements to reduce potential security threats to IOM officials or property within the immediate vicinity of the vehicle and on its routes.
14. Keep a high degree of confidentiality and discreteness in discussions, which involves IOM and its officials.
15. Perform any other related duties as may be required or assigned.

Required Qualifications and Experience

Education

- Completed Grade 12 in a recognized Secondary school in Zambia.

Experience

- Valid PSV driver's License for more than 5 years
- A minimum of 2 years' experience in defensive driving
- A minimum of 3 years working experience with UN Agencies, International humanitarian organizations or government institutions in a multi-cultural setting;
- Ability to understand confidentiality as well as coordinate administrative activities



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- Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds

Languages

Fluency in English (oral and written) and working knowledge of local languages spoken in the duty station.

Required Competencies

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: maintain 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 *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.

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,



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How to apply:

Interested applicants should submit their electronic applications (Motivation letter and CV only) addressed to Resource Management Officer (RMO), IOM Lusaka using Recruitment email address: iomlusakarecruitment@iom.int not later than **06 February 2024**. Please remember to quote the Vacancy No. **SVN/2024/005 – IOM-ZM** and position title: **Driver** in the subject line.

WELL QUALIFIED CANDIDATES, PARTICULARLY FEMALES ARE STRONGLY ENCOURAGED TO APPLY.

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED

***Posting period:* From: 24.02.2024 to 06.02.2024**