

Driver

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Phone :

Web :



Job Summary

Vacancy :

Deadline : Nov 28, 2024

Published : Nov 14, 2024

Employment Status : Full Time

Experience : Any

Salary :

Gender : Male

Career Level : Any

Qualification :

Job Description

About IOM:

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 work environment. Read more about diversity and inclusion at IOM at www.iom.int/diversity.

Applications are welcome from first- and second-tier candidates, particularly qualified female candidates, For all IOM vacancies, applications from qualified and eligible first-tier candidates are considered before those of qualified and eligible second-tier candidates in the selection process.

For the purpose of this vacancy, the following are considered first-tier candidates:

1. Internal candidates

Second tier candidates include:

All external candidates, including those on third party contract (CTG).

Context:

Under the overall supervision of Senior Fleet manager and direct supervision of the Supply Chain officer and administration supervision of the relevant Head of Sub Office, the incumbent will operate the armoured vehicle safely, conduct daily inspections, maintain logs, and provide transportation for staff as needed.

Job Description:

Core Functions / Responsibilities:

1. Drive assigned IOM office vehicle(s).
2. Manage the day-to-day maintenance of the assigned vehicle(s) to ensure roadworthiness of the vehicles. This includes daily checks of tires, brakes, engine oil, fan belt, etc.
3. Arrange for minor repairs and ensure that the vehicles are kept clean.
4. Ensure that the vehicles undertake regular service intervals.
5. Keep records of spare parts for vehicle(s) and conduct monthly inventory of the spare parts.
6. Find the most direct and safe route over the best available roads to the destination.
7. Ensure that the IOM vehicle(s) is used only for official/authorized business, as advised by the supervisor.
8. 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.
9. Keep a high degree of confidentiality and discreteness in discussions, which involves IOM and its officials. Take proper actions to reduce potential security threats to IOM officials and/or property within the immediate vicinity of the vehicle and along transport routes.
10. Meet official personnel at the airport(s) and facilitate immigration and customs formalities as required.
11. Collect and deliver mail, documents, pouches, and other communications/items from and to the country office; go to the post office, airport, government agencies, other UN agencies, institutions, project sites, etc., to take and deliver items and communications; keep records as required.
12. When needed, assist the country office staff in performing simple clerical duties such as making and answering telephone calls, making photocopies, keeping records, etc.
13. Perform such other duties as may be assigned.

Job Requirements:

Required Qualifications and Experience

Education

Completion of High school education with two years of relevant professional experience, Formal drivers training with a valid driver's license/certification to operate assigned vehicle following local rules and regulations.

Experience

- Knowledge of driving rules and regulations.
- Experience in driving a variety of makes and models of vehicles.
- experience as an armored vehicle driver.
- Experience in defensive driving is desirable.

SKILLS

- Attention to detail
- Skills in minor vehicle repairs.
- Knowledge of radio, email, telephone and other applications.

Languages

- For all Applicants, fluency in English is required (oral and written).
- Working knowledge of Pashto or Dari is required.
- Fluency in all national language(s) are highly advantages.

Note: Qualified female candidates are highly encouraged to apply.

Required Competencies

Values

- Inclusion and respect for diversity: respect 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 the 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.

Submission Guideline:

How to apply:

Interested candidates are required to apply through the below online Form. Also, please take note that IOM does not accept applications in hard copies.

Before filling up the online Form, the candidate must carefully read the advertisement. Please proceed to fill the online form only if you meet the minimum requirements stipulated in the advertisement.

Applicants are advised to fill in all mandatory fields otherwise they will not be able to submit the application and should fill their correct and active e-mail address in the online application as any correspondence will be made by IOM through e-mail only.

Applicants are advised to submit only one application for a particular post. The indicated requirements, qualifications and experience are the minimum and the mere possession of the same does not entitle candidates to be called for written assessment or oral interview.

Note: Due to the high volume of applications received, only shortlisted candidates will be contacted by HR department to submit resume and Motivation Letter. Please ensure that the e-mail address and phone number that you will indicate in form is accurate.

If you agree with above, please proceed to the online application form by click [HERE](#).

Posting period:

From: 07.11.2024 to 21.11.2024

No Fees: IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training, or other fee). IOM does not request any information related to bank account.

Submission Email:

<https://forms.office.com/e/gGntEQfsyR?origin=lpLink>

Education & Experience

Completion of High school education with two years of relevant professional experience, Formal drivers training with a valid driver's license/certification to operate assigned vehicle following local rules and regulations

Must Have

Completion of High school education with two years of relevant professional experience, Formal drivers training with a valid driver's license/certification to operate assigned vehicle following local rules and regulations

Educational Requirements

Compensation & Other Benefits
