



International Organization for Migration (IOM)  
The UN Migration Agency

### **Open to Internal and External Candidates**

Position Title : **Drivers (3 positions)**  
Duty Station : **Cairo, Egypt**  
Classification : **General Service Staff, Grade G2**  
Type of Appointment : **One Year Fixed Term with possibility of extension**  
Estimated Start Date : **As soon as possible**  
Reference Code : **VN-CAI/2018/16**  
Closing Date : **May 28, 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:**

Under the overall supervisor of the Resources Management Officer and the direct supervision of the Logistic Assistant the incumbent is responsible for the following duties:

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

1. Inspect vehicle for safety, oil, water and cleanliness while ensuring that routine maintenance is regularly scheduled and adhered to.
2. Ensure that the vehicle has full tank at all times especially prior to departure for field visits.
3. Drive IOM office vehicle(s) for the transportation of IOM personnel and stakeholders within the Arab Republic of Egypt.
4. Update the maintenance logbook.
5. Find the most direct and safe route over the best available roads to the destination.
6. Ensure that the IOM vehicle(s) is used only for official/authorized business, as advised by the supervisor.
7. Maintain accurate mileage records and daily routes.

8. Ensures that all immediate actions required by rules and regulations are taken in case of accidents.
9. Ensure compliance 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 authorization are available at all times.
10. 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.
11. Take proper measurements to reduce potential security threats to IOM officials or property within the immediate vicinity of the vehicle and on its routes.
12. Perform other duties as may be assigned.

### **Required Qualifications and Experience**

- High school degree/certificate with minimum 2 years of relevant working experience or Bachelor's Degree from an accredited institution.
- Valid national driver's license.
- Drives IOM vehicles in a safe manner consistent with local regulations.

### **Languages**

Fluent in **English**.

### **Required Competencies**

#### **Accountability**

- Accepts and gives constructive criticism
- Follows all relevant procedures, processes, and policies
- Meets deadline, cost, and quality requirements for outputs
- Monitors own work to correct errors
- Takes responsibility for meeting commitments and for any shortcomings

#### **Client Orientation**

- Identifies the immediate and peripheral clients of own work

#### **Continuous Learning**

- Contributes to colleagues' learning
- Demonstrates interest in improving relevant skills

#### **Communication**

- Actively shares relevant information
- Writes clearly and effectively, adapting wording and style to the intended audience
- Listens effectively and communicates clearly, adapting delivery to the audience

#### **Performance Management**

- Provides constructive feedback to colleagues

#### **Professionalism**

- Masters subject matter related to responsibilities
- Identifies issues, opportunities, and risks central to responsibilities
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation
- Persistent, calm, and polite in the face of challenges and stress
- Treats all colleagues with respect and dignity

- Works effectively with people from different cultures by adapting to relevant cultural contexts
- Knowledgeable about and promotes IOM core mandate and migration Solutions

### **Teamwork**

- Actively contributes to an effective, collegial, and agreeable team environment
- Contributes to, and follows team objectives
- Gives credit where credit is due
- Seeks input and feedback from others
- Actively supports and implements final group decisions

### **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 neighboring 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 neighboring country located within commuting distance, and work permit, as applicable.

### **How to apply:**

Interested candidates are invited to submit their **application** and **cover letter** not later than **Monday, the 28<sup>th</sup> of May 2018**, at **17:00** O'clock, **Cairo** time on [www.egypt.iom.int](http://www.egypt.iom.int)

In addition, please note that only the applications which would have been duly done, and which would have been submitted and received through IOM website within the announced time frame would be valid & considered for the announced vacancy.

Kindly note that for efficiency reasons, only shortlisted candidates will be contacted.