



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates

Position Title : **Driver**
Duty Station : **Cairo, Egypt**
Classification : **General Service Staff, Grade G2**
Type of Appointment : **Special Short term, 6 months with possibility of extension**
Estimated Start Date : **As soon as possible**
Reference code : **SVN/CAI/2022/16**
Closing Date : **August 17, 2022**

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.

Organizational Scope & Context:

Under the overall supervisor of the **Head of Resources Management (HRM)** and the direct supervision of the **Senior Procurement and Logistics 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:

Education

- Bachelor's degree from an accredited institution with a relevant professional experience; or,
- High School degree/certificate with two years of professional experience.
- Valid national driver's licence for cars and scooters.

Experience & Skills

- A minimum of 2 years of relevant working experience.
- 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.

Languages

- Fluency in English, and Arabic is required.

Notes

Accredited Universities are the ones listed in the UNESCO World Higher Education Database (<https://whed.net/home.php>).

Required 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: 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 *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.

IOM's competency framework can be found at this link.

https://www.iom.int/sites/default/files/about-iom/iom_revised_competency_framework_external.pdf

Competencies will be assessed during a competency-based interview.

Other

Any offer made to the candidate in relation to this special vacancy notice is subject to funding confirmation.

This is a national position and as such only Egyptian citizens and legal residents with authorization to work in Egypt at the time of the application will be considered.

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.

How to apply:

Interested candidates are expected to submit their applications on or before **Wednesday, 17 August 2022 - Cairo time** to [Careers | IOM Egypt](#). Late submissions will not be considered.

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 and considered for the announced vacancy.

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

Posting period:

From 04.08.2022 to 17.08.2022