



## Vacancy Announcement open to internal and external candidates

**Duty Station:** Sarajevo, Bosnia and Herzegovina

**Application Deadline:** 01 July 2022

**Position Title:** Driver

**Contract type:** SST Graded

**Contract duration:** 6 months, renewable

**Grade:** G2

**Starting Date:** as soon as possible

**Reference Code:** SVN 55-06/22

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

The International Organization for Migration (IOM) - the UN Migration Agency - is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental, and non-governmental partners. IOM, together with the international community, assists the population of BiH in rebuilding their lives and working for a better future. Today, with a focus on building the capacity of the BiH government to manage migration, IOM is working with a wide range of governmental and non-governmental partners in a wide range of migration-related areas, including, amongst others, the protection of vulnerable migrants; border management; assisted voluntary return; diaspora; technical assistance on migration management; disaster risk reduction and recovery.

### Core Functions/Responsibilities

Under the overall supervision of the Resource Management Officer (RMO) in Bosnia and Herzegovina and direct supervision of the Procurement Officer as well as under technical supervision and monitoring of the Logistics and Inventory Assistant and in collaboration with relevant units at IOM Headquarters and



the Regional Offices, the successful candidate will be responsible of maintenance of IOM official vehicles, driving, keeping all documents and paperwork up to date, providing all logistical support when needed.

1. 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, full tank prior to departure for field trips etc.
2. Making sure that the daily log sheet is prepared, and a monthly report is prepared summarising statistics linked to mileage, fuel consumption etc. for the vehicle.
3. Ensure that the vehicles undertake regular service intervals.
4. Keeping up to date administrative work related to filing and documents safe archiving for Logistic/Warehouse Unit.
5. Preparation of documents needed for official use of IOM vehicles
6. Assisting in moving of the IOM offices (moving of furniture, keeping office space functional for work), keeping office space conducive and other tasks as assigned in Logistics area of duties.
7. Assisting in maintaining of the official IOM vehicle pool as well as documentation needed for local insurance companies in case of vehicle damage.
8. In charge of arranging of minor repairs and ensuring that the vehicles are kept clean.
9. Find the most direct routing over the best available roads to the destination.
10. Ensure that the IOM vehicles are used only for official/authorised business, as advised by the supervisor.
11. Keep a high degree of confidentiality and discreteness in discussions, which involves IOM and its officials.
12. Take proper measurements to reduce potential security threats to IOM officials or property within the immediate vicinity of the vehicle and along transport routes.
13. Collect and delivers mail / documents as assigned.
14. Ensure that the steps required by the local rules and regulations (pertaining to driving) are taken in case of involvement in accident.
15. Perform any other duties that the supervisor may assign.

### **Required Qualifications and Experience**

*Education:* Completed High School degree (professional driver would be preferable) from an accredited academic institution, with 4 (four) years of relevant professional experience.

Clear driving history without accidents will be a distinct advantage.

*Experience:*

- Experience in small repairing/maintenance of vehicles
  - Experience in good filing maintenance of the documents
  - Work experience in driving of various kinds of vehicle



*Skills:*

- Driving various kind of vehicles
- Client oriented
- Knowledge of UN road safety and security rules.
- Knowledge of basic vehicle repairs.

*Language(s): Fluent English and one of the three languages of Bosnia and Herzegovina (Bosnian/Croatian/Serbian).*

### **Required Competencies**

The incumbent is expected to demonstrate the following values and competencies:

#### **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**

- 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.

#### **How to apply**

Interested candidates are invited to submit their application (**IOM PHF - Personal History Form and motivation letter**) electronically by email to: [bihvacancies@iom.int](mailto:bihvacancies@iom.int). **Please be advised that only attached PHF will be taken into consideration and processed.**

Internal candidates are to apply by sending Internal Application Form in attachment.

Please note that only the attached IOM PHF will be considered.



[IOM CV Form - Personal History Form](#)

Subject: SVN 55-06/22

**ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED**

Applications must be received **by 01 July 2022**.

**Posting period: 17 June 2022 – 01 July 2022**

*As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of full vaccination against COVID-19.*

The appointment is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

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.

Vacancy is open to candidates residing in the country of the duty station or from a location in a neighboring country which is within commuting distance of the duty station. **Candidates applying from another location outside commuting distance will be considered locally recruited and will not be eligible for allowances or benefits available to eligible internationally-recruited staff. In all cases, a prerequisite of taking up position as a staff member in the GS category is right of residence and right to work in the country of the duty station at the time of application.**