

**POST DESCRIPTION**

<b>I. POSITION INFORMATION</b>	
SVN	IOM/KSU/018/2022
Position title	Driver
Position grade	G2
Duty station	Kasulu/Makere, United Republic of Tanzania
Type of Appointment & Durations	SST-6 Months with possibility of extension
Job family	Support Unit
Organizational unit	Resource Management Unit
Position rated on	N/A
Reports directly to	Procurement & Logistics Officer
Overall supervision by	Head of Sub-Office
<b>II. ORGANIZATIONAL CONTEXT AND SCOPE</b>	
<p>Under the direct supervision of the Procurement and Logistics Officer the incumbent will be responsible for driving vehicles to transport persons and goods authorized by IOM, from one destination to another as scheduled in safe and cost-effective manner. The incumbent will perform the following essential functions:</p>	
<b>III. RESPONSIBILITIES AND ACCOUNTABILITIES</b>	
<ol style="list-style-type: none"> <li>1. Drive IOM assigned vehicle(s).</li> <li>2. Ensure the safety of passengers, cargo and vehicle and observe traffic rules and road discipline.</li> <li>3. Perform the day-to-day maintenance of the assigned vehicle to ensure roadworthiness. This includes daily check of tires, brakes, engine oil, fan belt, battery, and ensuring the cleanliness of the vehicle.</li> <li>4. Make weekly reports on vehicle status and share with the Supervisor. Report promptly any defects or malfunctioning of the vehicle that require immediate attention to the Supervisor. Assist the Supervisor in planning and control of (regular) services.</li> <li>5. Dispatch and collection of official documents and mail.</li> <li>6. Complete Communication Equipment Checklists i.e., radio, cell phone, walkie/talkie, other equipment.</li> <li>7. In case of accident, ensure supervisors are informed and a police report is obtained.</li> <li>8. Ensure proper authorized use of IOM vehicles through accurate maintenance of daily vehicle logs and report to supervisor if unauthorized incidents/use took place</li> </ol>	

<p>9. Check daily status and availability of spares, jack and tools and perform minor repairs to the vehicle, change tires, refuel the vehicle as always required and ensure cleanliness of the vehicle.</p> <p>10. Ensure that, the IOM vehicle(s) are only used for official/authorized business and report to supervisor if unauthorized incident (s) took place.</p> <p>11. Return keys for safeguarding at the end of the shift or hand over to the next driver.</p> <p>12. Prepare monthly and annual fuel reports, maintenance reports and personal mileages reports for IOM vehicles in Kasulu and verify that IOM cars are used for official trips only.</p> <p>13. May be required to work night/weekend shifts and on a regular basis.</p> <p>14. Perform other duties as may be required by Supervisor.</p>	
<b>IV. REQUIRED QUALIFICATIONS AND EXPERIENCE</b>	
<b>EDUCATION</b>	
<ul style="list-style-type: none"> <li>• Secondary School Diploma, Minimum 2 (Two) Years of experience</li> <li>• Must possess valid driving license for driving Public Service Vehicles</li> <li>• Basic knowledge of vehicle maintenance and repairs</li> </ul>	
<b>Technical</b>	
<ul style="list-style-type: none"> <li>• Drives IOM vehicles in a safe manner consistent with local regulations</li> </ul>	
<b>V. LANGUAGES</b>	
Required <i>(specify the required knowledge)</i>	Desirable
Fluency in both written and spoken, English and Kiswahili	English and Kiswahili
<b>VI. COMPETENCIES<sup>1</sup></b>	
<p>The incumbent is expected to demonstrate the following technical and behavioural competencies</p> <p><b>Teamwork</b></p> <ul style="list-style-type: none"> <li>• Establishes strong relationships with colleagues and partners; relates well to people at all levels.</li> <li>• Is fully aware of the team purpose, respects and understands individual and collective responsibilities.</li> </ul>	

<sup>1</sup> Competencies and respective levels should be drawn from the Competency Framework of the Organization.

- Willingly puts in extra effort without being asked and adopts a "hands-on" approach whenever necessary to achieve team objectives.
- Coordinates own work with that of the team to meet agreed priorities and deadlines.

**Delivering results**

- Produces quality results and provides quality services to clients.
- Meets goals and timelines for delivery of products or services.
- Manages time and resources efficiently, monitoring progress and adjusting as necessary.
- Shows understanding of own role and responsibilities in relation to expected results.

**Managing and sharing knowledge**

- Keeps abreast of new developments in own field of competence and creates opportunities for knowledge management initiatives.
- Shares knowledge and learning willingly, and proactively seeks to learn from the experiences of others.
- Puts new learning into practice and draws on diverse sources of ideas and inspiration.
- Contributes to the identification of improvements to work processes and assists in implementing them.

**Accountability**

- Accepts personal responsibility for quality and timeliness of work.
- Takes ownership of all responsibilities within own role and honours
- commitments to others and to the Organization.
- Operates in compliance with organizational regulations and rules.
- Accepts and gives constructive criticism; acknowledges and corrects mistakes and apply lessons learned for improvement.

**Communication**

- Presents information using language and sequence of ideas that is easy for recipients to understand.
- Adapts communication to the recipient's needs, asks questions to clarify, and exhibits interest in having two-way communication.

<ul style="list-style-type: none"> <li>• Encourages others to share their views, using active listening to demonstrate openness and to build understanding of different perspectives.</li> <li>• Listens carefully and genuinely to the views and positions of others.</li> <li>• acts on received information.</li> </ul>	
<b>SIGNATURES:</b>	
1 <sup>ST</sup> LEVEL SUPERVISOR	DATE
2 <sup>ND</sup> LEVEL SUPERVISOR	DATE

**Other:**

Qualified persons with disabilities are encouraged to apply for UN vacancies and are protected from discrimination during all stages of employment.

Females with qualifications are encouraged to apply.

**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 accounts.

**HOW TO APPLY:**

Interested candidates should fill in the PH form, submit CV's and cover letter indicating Vacancy Notice number with 3 professional references and contacts to email address: [tzvacancy@iom.int](mailto:tzvacancy@iom.int)

The vacancy is opened for Tanzanian national only.

Only e-mail applications will be considered.

For further information, please refer to: <https://tanzania.iom.int/careers>

**Posting period: From 29<sup>th</sup> August 2022– 11<sup>th</sup> September 2022**



9. EDUCATION: Give full details, using the following space in so far as it is appropriate of schools or other formal training or education from age 14 (e.g. high school, technical school, apprenticeship, university or its equivalent):

Name and Place	Type	Years attended		Certificates, diplomas, degrees or academic distinctions obtained
		From	To	

10. A) Indicate speed in words per minute (if applicable)					B) List any special skills you possess and machines and equipment you can use		
	English	French	Spanish	Other Languages			
Shorthand							
Typing							

11. List all organizations with which you are or have been affiliated. This list is to include all affiliations, whether social, professional, fraternal, etc.

12. List activities in civic, public or international affairs and name any significant publications you have written.

13. For what kind of work do you wish to be considered?

14. A) Are you willing to accept a post requiring travel?  
 B) Would you accept short term employment?  
 C) Would you accept an emergency field assignment at short notice?

15. In the event of your being selected, how much notice would you need before appointment?

16. Have you any objections to our making inquiries of your present employer? Yes  No

17. EMPLOYMENT RECORD : Starting with your present occupation, list in reverse order each activity in which you have been engaged, **accounting fully for your time. List military service and any period of unemployment of more than six months' duration.** Use a separate block for each period and additional sheets if necessary.

Present or most recent occupation		Description of duties and responsibilities						
<table border="1"> <tr> <td colspan="2">Dates</td> <td rowspan="4">Annual emoluments: Salary Allowances Total</td> </tr> <tr> <td>From (month/year)</td> <td>To (month/year)</td> </tr> </table>		Dates		Annual emoluments: Salary Allowances Total	From (month/year)	To (month/year)		
Dates		Annual emoluments: Salary Allowances Total						
From (month/year)	To (month/year)							
Business or organization (name and address, including city)								
Title of your post or occupation	Name of Supervisor							
Number and kind of employees supervised by you								
Personal address during this period								
Reason for leaving								
<table border="1"> <tr> <td colspan="2">Dates</td> <td rowspan="2">Total annual emoluments:</td> </tr> <tr> <td>From (month/year)</td> <td>To (month/year)</td> </tr> </table>		Dates		Total annual emoluments:	From (month/year)	To (month/year)	Description of duties and responsibilities	
Dates		Total annual emoluments:						
From (month/year)	To (month/year)							
Business or organization (name and address, including city)								
Title of your post or occupation	Name of Supervisor							
Number and kind of employees supervised by you								
Personal address during this period								
Reason for leaving								
<table border="1"> <tr> <td colspan="2">Dates</td> <td rowspan="2">Total annual emoluments:</td> </tr> <tr> <td>From (month/year)</td> <td>To (month/year)</td> </tr> </table>				Dates		Total annual emoluments:	From (month/year)	To (month/year)
Dates		Total annual emoluments:						
From (month/year)	To (month/year)							
Business or organization (name and address, including city)								
Title of your post or occupation	Name of Supervisor							
Number and kind of employees supervised by you								
Personal address during this period								
Reason for leaving								

18. References: List three persons not related to you who are familiar with your character and qualifications. Do not repeat names of supervisors listed under Item 17.

Name in full (Direct Supervisors)	Telephone Number and Email	Business or Occupation

19. (a) Have you ever been arrested, indicted or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned or placed on probation in connection with such a proceeding, or have you ever been arrested or required to deposit bail or collateral for the violation of any law or regulation, civil or military (excluding traffic violations)?

\_\_\_\_\_

Answer "Yes" or "No"

(b) If your answer is "Yes" under item 19 (a) above, attach separate sheet giving details of all arrests and fines other than minor traffic violations. Specify charge, date, place where arrested, and disposition.

20. State any other relevant facts. Include information regarding any residence or prolonged travel abroad, give dates, areas, purpose, etc. State any significant experience not included in Section 17 which you believe will serve in the evaluation of your record.

21. State any disabilities which might limit the performance of your work.  
(Appointment is subject to compliance with medical requirements.)

**Having answered every question above,** I, the undersigned, declare that the information contained in this form is, to the best of my knowledge, true, complete and accurate, knowing that, if employed, any false declaration or concealment of material facts may result in disciplinary action including dismissal.

Place and Date \_\_\_\_\_

Signature \_\_\_\_\_

PLEASE NOTE

Applications will not, as a general rule, be valid or retained by the Organization for more than one year from date of receipt. While you may rest assured that your candidature will be carefully examined, receipt of this form will not be acknowledged, and any further correspondence will be initiated by the Organization.