

POST DESCRIPTION

I. POSITION INFORMATION	
VN Position title	IOM/KSU/018/2023 Driver-3 Positions
Position grade	G2
Duty station	Kasulu/Makere, United Republic of Tanzania
Type of Appointment & Durations	One Year Fixed-Term Contract with possibility of extension
Job family	Support Unit
Organizational unit	10004600
Position rated on	N/A
Reports directly to	Procurement & Logistics Officer
Overall supervision by	Head of Sub-Office
II. ORGANIZATIONAL CONTEXT AND SCOPE	
<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>	
III. RESPONSIBILITIES AND ACCOUNTABILITIES	
<ol style="list-style-type: none"> 1. Drive IOM assigned vehicle(s). 2. Ensure the safety of passengers, cargo and vehicle and observe traffic rules and road discipline. 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. 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. 5. Dispatch and collection of official documents and mail. 6. Complete Communication Equipment Checklists i.e., radio, cell phone, walkie/talkie, other equipment. 7. In case of accident, ensure supervisors are informed and a police report is obtained. 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 	

<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>	
IV. REQUIRED QUALIFICATIONS AND EXPERIENCE	
EDUCATION	
<ul style="list-style-type: none"> • Secondary School Diploma, Minimum 2 (Two) Years of experience • Must possess valid driving license for driving Public Service Vehicles • Basic knowledge of vehicle maintenance and repairs 	
Technical	
<ul style="list-style-type: none"> • Drives IOM vehicles in a safe manner consistent with local regulations 	
V. LANGUAGES	
Required <i>(specify the required knowledge)</i>	Desirable
Fluency in both written and spoken, English and Kiswahili	English and Kiswahili
VI. COMPETENCIES¹	
<p>The incumbent is expected to demonstrate the following technical and behavioural competencies</p> <p>Teamwork</p> <ul style="list-style-type: none"> • Establishes strong relationships with colleagues and partners; relates well to people at all levels. • Is fully aware of the team purpose, respects and understands individual and collective responsibilities. 	

¹ 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"> • Encourages others to share their views, using active listening to demonstrate openness and to build understanding of different perspectives. • Listens carefully and genuinely to the views and positions of others. • acts on received information. 	
SIGNATURES:	
1 ST LEVEL SUPERVISOR	DATE
2 ND 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

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 13th July 2023– 27th July 2023



POST DESCRIPTION

I. POSITION INFORMATION	
SVN	IOM/KSU/019/2023
Position title	Operations Assistant (Field Support)-1 Position
Position grade	G-4
Duty station	Kasulu/Makere, United Republic of Tanzania
Durations	6 Months with possibility of extension
Position number	To be created
Job family	Operations
Organizational unit	Movement Operations
Reports directly to	Senior Operations Assistant (Field Support)
Overall Supervised by	Movement Nationals Associate Operations Officer
II. ORGANIZATIONAL CONTEXT AND SCOPE	
<p>Since the inception of IOM in 1951, Movement Operations have been and continue to be a fundamental pillar of the Organization’s work. The organized movement of persons in need of international migration assistance is a primary mandate of the Organization and a cornerstone of IOM’s operations. This mandate has resulted in the international transport of more than 15 million migrants and refugees worldwide. Movement Operations departments in various IOM missions, coordinated under the division of Resettlement and Movement Management (RMM) in the Department of Operations and Emergencies (DOE) at IOM’s Geneva Headquarters, are responsible for all aspects of travel for migrants and refugees under IOM’s auspices, in accordance with the various framework agreements with resettlement and receiving Governments and partners across the spectrum of the Organization’s programmes</p> <p>Context</p> <p>Under the general supervision of the Movement National Associate Operations Officer and the direct supervision of Senior Operations Assistant (Field Support), the Operations Assistant (Field Support) is responsible for undertaking movement operations activities in the field, with the following duties and responsibilities:</p>	
III. RESPONSIBILITIES AND ACCOUNTABILITIES	
<p>The selected candidate will be responsible for the following duties and tasks:</p> <ol style="list-style-type: none"> 1. Undertake field support activities in an assigned area or areas, such as at an airport, transit center, third-party facility, camp-based operation or sub-office, or in relation to transportation. 2. Perform airport services, such as providing custodial care of travel documentation; verifying identities and documentation, including exit permissions, visas, tickets and other items in the travel bag; assisting with airport formalities, including flight arrivals, curb-side assistance, check-in, luggage formalities, immigration procedures, security screening systems and customs clearance; escorting arriving individuals to ground transportation and departing individuals to their gates; visually confirming flights have 	

departed; ensuring individuals with special needs or equipment receive appropriate support; and, as needed, sending notifications using relevant systems.

3. Assist individuals at transit centers or third-party facilities, including upon arrival with sign-in, verification of identity, orientation, food and non-food items and room assignments; during their stay with food and non-food items, instructions, briefings, activities and resolution of issues; and upon departure for medical appointments, return travel or onward travel with briefings, luggage support and transition to transportation. Enter and update relevant data in the appropriate systems and ensure vulnerable individuals are assisted in a manner that ensures their safety, security and comfort; report all issues immediately to the appropriate supervisor(s).
4. Provide assistance at transit centers and third-party facilities for extended periods of up to 12 hours and during overnight periods, ensuring the needs of individuals are met throughout their stay. Communicate promptly with third-party facility representatives and/or supervisors if issues arise.
5. Assist in the coordination of transportation from consolidation points, transit centers and third-party facilities, including liaising with service providers, ensuring the identity verification, readiness and organization of individuals being transported, and providing relevant briefings. Assist with baggage sorting, tagging and handling and escort individuals on transportation as needed. Ensure individuals with special needs are provided with appropriate services and report any issues to supervisors immediately.
6. Provide selection mission support, exit permit support and/or interpretation services for individuals at the airport, in transit centers, camps, consolidation points and third-party facilities or during transport by air, ground or water.
7. Provide regular feedback on work being accomplished to the Operations Assistant (Team Leader) and/or supervisors and team members and keep supervisors immediately informed of any issues requiring their attention.
8. Maintain and ensure the confidentiality and integrity of all relevant paperwork in line with standards of conduct and data protection rules. Alert the Operations Assistant (Team Leader) or management of any non-compliance to SOPs or codes of conduct by IOM staff members or partners.
9. Perform such other duties as may be assigned

IV. REQUIRED QUALIFICATIONS AND EXPERIENCE

Education:

- Four years of working experience with secondary [high school] education;
- Two years of working experience with bachelor's degree.

SKILLS

<ul style="list-style-type: none"> • Good knowledge of Word, Excel and Internet. • Strong interpersonal and communication skills. 	
V. LANGUAGES	
Fluency in English and Kiswahili is required	Working knowledge of French, Spanish, Portuguese is desirable.
VI. COMPETENCIES¹	
The incumbent is expected to demonstrate the following values and competencies:	
<p>Values</p> <ul style="list-style-type: none"> • <u>Inclusion and respect for diversity</u> respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible. • <u>Integrity and transparency:</u> maintain high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct. • <u>Professionalism:</u> demonstrates ability to work in a composed, competent, and committed manner and exercises careful judgment in meeting day-to-day challenges. <p>Core Competencies – behavioural indicators level 1</p> <ul style="list-style-type: none"> • <u>Teamwork:</u> develops and promotes effective collaboration within and across units to achieve shared goals and optimize results. • <u>Delivering results</u> produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes. • <u>Managing and sharing knowledge</u> continuously seeks to learn, share knowledge and innovate. • <u>Accountability:</u> takes ownership for achieving the Organization’s priorities and assumes responsibility for own action and delegated work. • <u>Communication:</u> encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring, and motivational way. 	
Additional Information	
<p>This position is open to Tanzanian nationals only. Qualified female candidates are strongly encouraged to apply.</p> <p>All application documents will be handled in accordance with IOM data protection policy. The selected candidate is required to commence the assignment as soon as the recruitment process completes.</p>	

OTHER:

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The vacancy is open for internal and external candidates Tanzanian national only. Only e-mail applications will be considered.

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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	
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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.