



International Organization for Migration (IOM)
The UN Migration Agency

VN# IOM0422/05

Position Title : **Driver**
Duty Station : **Tehran, Iran**
Classification : *General service Staff, Grade G2*
Type of Appointment : *Fixed term, one year with possibility of extension*
Estimated Start Date : **As soon as possible**

Closing Date : **April 25th, 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.

Context:

Under the overall supervision of the Head of Office at IOM Tehran and direct supervision of the Resource Management Officer is responsible for the effective and efficient implementation of Driving tasks at IOM Iran.

Core Functions / Responsibilities:

1. Drive assigned IOM office vehicle(s).
2. Manage the day-to-day maintenance of the assigned vehicle(s) to ensure roadworthiness of the vehicles. This includes daily check of tires, brakes, engine oil, fan belt, etc.
3. Arrange for minor repairs and ensures that the vehicles are kept clean.
4. Ensure that the vehicles undertake regular service intervals.
5. Keep records of spare parts for vehicle(s) and conduct monthly inventory of the spare parts.
6. Find the most direct and safe route over the best available roads to the destination.
7. Ensure that the IOM vehicle(s) is used only for official/authorized business, as advised by the supervisor.
8. Make sure that the daily log sheet is prepared, and a monthly report is prepared summarizing statistics linked to mileage, fuel consumption, etc. for the vehicle.
9. Keep a high degree of confidentiality and discreteness in discussions, which involves IOM and its officials. Take proper actions to reduce potential security threats to IOM

- officials and/or property within the immediate vicinity of the vehicle and along transport routes.
10. Meet official personnel at the airport(s) and facilitate immigration and customs formalities as required.
 11. Collect and deliver mail, documents, pouches, and other communications/items from and to the country office; go to the post office, airport, government agencies, other UN agencies, institutions, project sites, etc., to take and deliver items and communications; keep records as required.
 12. Provide administrative/clerical support to IOM Tehran such as visiting banks to collect cash/cheques and execute all necessary payments related to office utilities and payment to vendors, support visa and customs formalities/arrangements, performing simple clerical duties including making photocopies, keeping records, etc.
 13. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- High school degree/certificate with minimum 2 years of relevant working experience or bachelor's degree from an accredited institution.
- Valid national driver's licence.

Experience

- Essential: minimum 2 years of relevant working experience
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

Skills

- English communication skills.
- Ability to maintain good working relationships with staff, experts, and visitors.
- Knowledge of driving rules and regulations.
- Experience in driving a variety of models of vehicles
- Skills in minor vehicle repairs.
- Knowledge of radio, email, telephone and other applications.

Languages

- Fluency, both written and oral, in local language (Persian) and English is required.

Required Competencies

The incumbent is expected to demonstrate the following values and 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: maintain 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.

How to apply:

Interested candidates are requested to fill the Personal History Form attached and send it together with their CV to the following address: iomtehran@iom.int no later than **25 April 2022**. Please take note that the vacancy notice number must be referred to in your application and/or cover letter. In order for an application to be considered valid, IOM only accepts profiles duly completed. Only shortlisted candidates will be contacted.

Posting period:

From 11.04.2022 to 25.04.2022