



International Organization for Migration (IOM)  
The UN Migration Agency

## VN# IOM0124/01

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 : **January 29<sup>th</sup>, 2024**

*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 Chief of Mission (CoM) in Tehran and direct supervision of the Resources Management Officer (RMO); and, in collaboration with relevant units, the successful candidate will be responsible and accountable for managing the resources management functions in IOM Iran, Tehran.

### **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. When needed, assist the country office staff in performing simple clerical duties such as making and answering telephone calls, 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**

- Knowledge of driving rules and regulations.
- Experience in driving a variety of makes and models of vehicles
- Skills in minor vehicle repairs.
- Knowledge of radio, email, telephone and other applications.

#### **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:

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- Inclusion and respect for diversity: Respects and promotes individual and cultural differences. Encourages diversity and inclusion.
- 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.
- Courage: Demonstrates willingness to take a stand on issues of importance.
- Empathy: Shows compassion for others, makes people feel safe, respected, and fairly treated.

## 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 actions 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 requested to fill the **Personal History Form** attached and send it together with their **CV** and **cover letter** to the following address:

[IOMTehranRecruitment@iom.int](mailto:IOMTehranRecruitment@iom.int) no later than **29<sup>th</sup> January 2024**. Please take note that the vacancy notice number must be referred to in your application/email and/or cover letter in order for an application to be considered valid.

## *Posting period:*

From 15.01.2024 to 29.01.2024