



Open to internal and external candidates

TERMS OF REFERENCE

Position Title	: Driver
Duty Station	: Pacaraima, Brazil
Classification	: National Staff
Type of Appointment	: Special Short-Term Ungraded
Estimated Start Date	: As soon as possible
Closing Date	: 15 April 2024

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, inter-governmental and non-governmental partners. With 175 member states, a further 8 states holding observer status and offices in over 100 countries, IOM, the UN Migration Agency, 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. Brazil is a Member State of IOM since 2004.

Context

Under the direct supervision of the Administrative Coordinator in Boa Vista and the general supervision of the Chief of Mission, the selected candidate will support IOM activities in Boa Vista and Pacaraima. In particular he/she will perform the following duties:

Responsibilities and Accountabilities

- Manage the day-to-day maintenance of the assigned Official Vehicle Unit to ensure roadworthiness of the vehicles. This includes daily check of tires, brakes, engine oil, air conditioning, safety belts, etc. and also periodic factory vehicle maintenance and inspections.
- Keep records of spare parts for vehicle(s) and conduct monthly inventory of the spare parts.
- Keep all documentation, insurance policies, and other mandatory vehicle registrations updated, also monitoring all mandatory taxes, insurances and license payments, coordinating with the local administrative staff the proper handling of the documents.
- Find the most direct and safe route over the best available roads to the destination.
- Ensure that the vehicle is used only for official/authorized business, as advised by the supervisor.
- Make sure that the daily log sheet is duly filled and signed, and a monthly report is

prepared summarizing statistics linked to mileage, fuel consumption, routes taken etc. for the vehicle.

- Keep a high degree of confidentiality and discreteness in discussions, which involves IOM and its staff. Take proper actions to reduce potential security threats to IOM team and/or property within the immediate vicinity of the vehicles and along transport routes.
- Apply and demonstrate full compliance of administrative activities regarding IOM rules and regulations.
- Support IOM teams with logistics demands in special events directly report to field activities.
- Acting as a team leader, support drivers regarding travel procedures and policies, including promoting training for junior staff.
- Support in organizing the travel schedules of teams to optimize logistics and reduce operational costs.
- Monitor the performance of the drivers' team, reporting violations of rules and procedures to the administrative coordination.
- Perform any other duties as required.

Required Qualifications and Experience

EDUCATION

- Highschool degree with minimum 2 years of relevant working experience as a professional driver.
- Valid national driver's license (CNH-D).

EXPERIENCE

- Knowledge of driving rules and regulations.
- Experience in driving a variety of types and models of vehicles.
- Knowledge on handling equipment such as radio, email, telephone and other applications.

SKILLS

- Skills in minor vehicle repairs.
- Attention to detail and ability to organize.
- Strong interpersonal and communication skills.
- Basic knowledge of Microsoft Outlook, Excel and Word is an advantage.



Languages

IOM's official languages are English, French, and Spanish.

REQUIRED

For this position, fluency in Portuguese is required.

DESIRABLE

Working knowledge of Spanish and/or English is desirable.

Competencies

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

VALUES – All IOM staff members must abide by and demonstrate these five values:

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 – Behavioral indicators (level 2)

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.



Notes

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.

How to apply

Interested candidates should send Curriculum Vitae only in pdf format to iombrazil@iom.int, until 15 April 2024 stating in the subject field DRIVER - PCR.

Only shortlisted candidates will be contacted.

Posting period

From 27.MAR.2024 to 15.APR.2024.