



# STAFFING AND RECRUITMENT

IOM HUMAN RESOURCES

IOM is looking for a **Driver** according to the Terms of Reference below. Interested applicants are invited to apply by **24.09.2018** at the latest, referring to the vacancy notice ref. code on the e-mail subject header.

## OPEN TO INTERNAL AND EXTERNAL CANDIDATES

<b>Reference Code:</b> SVN-114/2018/S - BD1	<b>Position Title:</b>	Driver
<b>Duty Station:</b> Dhaka, Bangladesh	<b>Estimated Starting Date:</b>	As soon as possible
<b>Classification:</b> G-02/01 (UN Salary Scale) Base Salary: BDT 52,474.42	<b>Type of Appointment:</b>	Special Short Term (Initially 3 months; with possibility of extension)

### General Functions:

Under the direct supervision of the National Procurement & Logistic Officer and overall guidance of the RMO in Dhaka Bangladesh, the successful candidate will be responsible for the following functions:

1. Drive IOM office vehicle(s) as per standard traffic rules and security instruction.
2. Meet official personnel at the airport and facilitate immigration and customs formalities
3. Manage the day-to-day maintenance of the assigned vehicle to ensure roadworthiness of the vehicles. This includes daily check of tires, brakes, engine oil, fan belt etc.
4. Arrange for minor repairs and ensures that the vehicles are kept clean.
5. Ensure that the vehicles undertake regular service intervals.
6. Ensure all security equipment's attached to the vehicle are functional.
7. Make sure that the vehicle always has full tank prior departure for field trips
8. Find the most direct routing over the best available roads to the destination
9. Ensure that the IOM vehicle(s) is used only for official/authorized business, as advised by the supervisor.
10. 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
11. Keep a high degree of confidentiality and discreteness in discussions, which involves IOM and its officials.
12. Take proper measurements to reduce potential security threats to IOM officials or property within the immediate vicinity of the vehicle and along transport routes
13. Collect and delivers mail, pouch documents and other items as assigned.
14. Escort patients as when require.
15. Ensure that the steps required by the local rules and regulations (pertaining to driving) are taken in case of involvement in accident.
16. Undertake duty travel.
17. Perform such other duties that may be assigned by the Supervisor or RMO

### Education, Experience and Skills:

- Higher Secondary School Certificate from an accredited academic institution with two years of related work experience or Bachelor's degree with related work experience
- Valid driving license.
- Previous experience in international organization is an advantage

**IOM is an equal opportunity employer and women are encouraged to apply.**  
**IOM Offices and vehicles have smoke-free work environment.**

**Method of Application:**

Candidates with the required qualifications can apply through email by mentioning the reference code [SVN-114/2018/S-BD1; Driver](#) in the subject line to: [DhakaJobs@iom.int](mailto:DhakaJobs@iom.int); with the following documents:

- (i) *Application Letter/Cover Letter*
- (ii) *Curriculum Vitae*
- (iii) *Personal History Form (PHF) which can be downloaded from the IOM Dhaka website: [www.iom.org.bd](http://www.iom.org.bd)*
- (iv) *Scan copy of Photo*

**APPLICATION WITHOUT PROPER REFERENCE CODE MENTIONED ABOVE WILL BE DISREGARDED**

Please ensure that your application is complete with the above-mentioned documents. As incomplete applications generate an immense administrative burden for our organization. As a rule, candidates who have not properly submitted their application with required documents will be excluded from consideration.

**Any attempt for persuasion will be considered as a disqualification**

**ONLY SHORT-LISTED CANDIDATES WILL BE CALLED FOR ASSESSMENT**

***Note for internal candidates:***

*with refer to IN233 and Clause 7.5 of IOM Recruitment Policy:*

*Staff members selected for a VN/SVN in his or her same category at one grade higher than his or her personal grade shall be appointed at the advertised grade. A staff member selected for a VN/SVN to a position which is two grades higher than the staff member's current grade, will be appointed at the interim grade, and six months later at the higher grade.*