



STAFFING AND RECRUITMENT

IOM HUMAN RESOURCES

IOM is looking for **Fleet Assistant** according to the Terms of Reference below. Interested applicants are invited to apply by **26 March 2024** at the latest, referring to the vacancy notice ref. code on the e-mail subject header.

OPEN TO INTERNAL & EXTERNAL CANDIDATES

Reference Code:	SVN-13/2024/S-BD1	Position Title:	Fleet Assistant
Duty Station:	Cox Bazaar, Bangladesh	Estimated Starting Date:	As soon as possible
Classification:	GS-4 (UN Salary Scale)	Type of Appointment:	Special Short Term (Initially 06 Months with possibility of extension)
Unit:	Resources Management Unit RMU		

General Functions:

Under the overall supervision of the Supply Chain Management Officer and direct supervision of the Senior Supply Chain Assistant (Fleet Coordinator), the successful candidate will be responsible and accountable for providing specialized assistance for procurement and logistics activities, particularly the coordination of fleet services in Cox's Bazar Sub-Office.

Responsibilities and Accountabilities:

1. Organizes and plans drivers' duties and assignments and dispatches the assigned vehicles. Monitors and records vehicle use and fuel consumption. In coordination with Fleet Coordinator, organizes and plans the fleet maintenance – services and notifies the workshop of any mechanical problems and needs.
2. Monitor and collect accurate record of vehicle fuel consumption and repair/maintenance costs and submit regular reports and analysis to the supervisor.
3. Ensure all vehicles are kept clean (in and out interior and exterior), properly maintained and in good running conditions all the time. Plan and implement a preventive maintenance schedule for all vehicles and ensure that needed repairs are promptly and properly done.
4. Assist Fleet coordinator to monitor all drivers, including those provided by rental vehicle companies, always have a valid driving license, and undergo proper security briefing and training on the use of radios or any other security equipment assigned to drivers. Monitor the compliance of drivers to security advisories in coordination with the Staff Security Unit.
5. Immediately report all issues involving transportation to the supervisor and suggest corrective actions. Ensure drivers report accidents and any observation they may have on vehicle's condition and take immediate action. Assist with accident reporting and subrogation tasks.
6. Participate in identification of and negotiations with automobiles workshops, vehicle repair and maintenance services and other service providers; participate in their evaluation taking into consideration quality, prices, reliability, and services; help resolve issues related to the delivery of goods and services and coordinate timely payment once the service has been satisfactorily provided.
7. Perform administrative support duties for the Fleet Management Unit. Includes typing and data entry, tracking vehicles, verifying, and updating reports for internal use, timely processing and disseminating of information and paperwork.
8. Makes sure that the drivers file in the fleet wave is updated regularly.
9. Perform other duties as may be assigned.

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

Education, Experience, Skills and Language:

- University degree in Business Administration, Accounting, Logistics, Supply Chain Management or a related field from an accredited academic institution with four years of relevant professional experience; or
- High school diploma with six years of relevant professional experience
- Certification in Logistics and/or Fleet Management is an advantage.
- Must have adequate knowledge of and skills in vehicle maintenance and driver management.
- Ability to communicate effectively verbally and in writing.
- Experience in procurement and logistics and working with service providers and vendors;
- Experience working with IOM/UN Procurement and Logistics Rules and Procedures is an advantage
- Experience working in an international organization in a multi-cultural setting an advantage.

Method of Application:

External candidates:

Send the application to IOMBangladeshJobs_External@iom.int ; the subject line should mention the reference code [SVN-13/2024/S-BD1; Fleet Assistant](#). The following documents must be attached:

(i) *Application Letter/Cover Letter*

(ii) *Curriculum Vitae*

(iii) *Personal History Form (PHF) which can be downloaded from the IOM Dhaka website:*

<https://bangladesh.iom.int>

(iv) *Scan copy of Photo*

Internal candidates:

The PERN must be indicated in the *Personal History Form (PHF) for the reviewer to determine that it is an internal application.*

Applications are sent to IOMBangladeshJobs_Internal@iom.int; the subject line should mention the reference code [SVN-13/2024/S-BD1; Fleet Assistant](#). The following documents must be attached:

(v) *Application Letter/Cover Letter*

(vi) *Curriculum Vitae*

(vii) *Personal History Form (PHF) which can be downloaded from the IOM Dhaka website:*

<https://bangladesh.iom.int>

(viii) *Scan copy of Photo*

APPLICATION WITHOUT PROPER REFERENCE CODE MENTIONED ABOVE AND INCOMPLETE APPLICATION WILL BE DISREGARDED

Any attempt for persuasion will be considered as a disqualification.

Due to volume of applications received, only short-listed candidates will be called for further 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.

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