



# STAFFING AND RECRUITMENT

IOM HUMAN RESOURCES

IOM is looking for **Driver** according to the Terms of Reference below. Interested applicants are invited to apply by **24.08.2023** at the latest, referring to the vacancy notice ref. code on the e-mail subject header.

## OPEN TO INTERNAL & EXTERNAL CANDIDATES

<b>Reference Code:</b>	VN-62/2023/S-BD1	<b>Position Title:</b>	Driver (Multiple Positions)
<b>Duty Station:</b>	Multiple duty station	<b>Estimated Starting Date:</b>	As soon as possible
<b>Classification:</b>	G-2	<b>Type of Appointment:</b>	One Year Fixed Term (with possibility of extension)
<b>Unit:</b>	Movement Operations		

### General Functions:

Under the direct supervision of Supply Chain Officer in Bangladesh, in close coordination with the Logistics Assistant, the incumbent will be responsible for providing day to day support services to the mission's activities, with the following duties and responsibilities:

### Responsibilities and Accountabilities:

1. Drive motor vehicle and ensure that the vehicle is properly maintained.
2. Timely reporting of any vehicle malfunctions or maintenance/service requirements.
3. Ensure and monitor individual vehicle maintenance Schedule.
4. Monitor and report to Logistics Assistant Vehicle registration, fitness certificate and insurance renewal.
5. Ensure vehicle tools are properly serviced, worked and available in the vehicle at all times.
6. Ensuring that all vehicle accidents and incidents are reported timeously to the Supply Chain Officer.
7. Ensure assigned vehicle has first aid box and valid fire extinguisher.
8. Ensure that the vehicle Log Book is completed accurately for all vehicle movements and all movements are pre approved.
9. Timely fuelling of motor vehicle ensuring that quantity of fuel put in the vehicle is accurate as per the pump meter reading.
10. Working closely with the Supply Chain Officer to ensure that information and documents required for fleet reporting is availed on time and is accurately completed.
11. Perform any other tasks that may be assigned.

### Education, Experience, Skills and Language:

- Secondary School Certificate from an accredited academic institution.
- Clean Driver's License issued by the Government of Bangladesh.
- Minimum of three years of related work experience.
- Work experience with international humanitarian organizations, non-government organization in a multi-cultural setting is an advantage.
- Basic knowledge of English.
- Ability to drive motor vehicle with license.

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

## Method of Application:

External candidates:

Send the application to [IOMBangladeshJobs\\_External@iom.int](mailto:IOMBangladeshJobs_External@iom.int) ; the subject line should mention the reference code **VN-62/2023/S-BD1; Driver**. 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](mailto:IOMBangladeshJobs_Internal@iom.int)- the subject line should mention the reference code **VN-62/2023/S-BD1; Driver**. The following documents must be attached:

- (v) **Application Letter/Cover Letter**
- (vi) **Curriculum Vitae**
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<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.*