



STAFFING AND RECRUITMENT

IOM HUMAN RESOURCES

IOM is looking for **Ambulance Driver** according to the Terms of Reference below. Interested applicants are invited to apply by **18 October 2023** at the latest, referring to the vacancy notice ref. code on the e-mail subject header.

OPEN TO INTERNAL & EXTERNAL CANDIDATES

Reference Code:	VN-72/2023/S-BD1	Position Title:	Ambulance Driver (Multiple Positions)
Duty Station:	Cox's Bazar, Bangladesh	Estimated Starting Date:	As soon as possible
Classification:	G-3 (UN Salary Scale)	Type of Appointment:	One Year Fixed Term (with possibility of extension)
Unit:	Primary Health Clinic		

General Functions:

Under the overall supervision of the Primary Health Care (PHC) Coordinator and the direct supervision of the Medical Officer, the successful candidate will be responsible for the carrying out the following duties and responsibilities in relation to the UN clinic in Cox's Bazar, Bangladesh.

Responsibilities and Accountabilities:

1. Drive and operate an ambulance and transport emergency patients as a roster duty 24/7.
2. Ensure the ambulance is fully fit to travel and check the vehicle conditions as prescribed tools are cross-checked daily.
3. Ensure the servicing of the ambulance is properly done periodically as standards of maintenance protocol.
4. Preserve the vehicle documents safely and update it accordingly.
5. Carry out regular maintaining of logbook, cleanliness, and taking measures for ensuring infection preventions & controls inside the ambulance.
6. Transport office staffs as of emergency needs.
7. Ready to work in emergency situations to fix the sanitation problem.
8. Submit milage monthly report.
9. Perform such other duties that may be assigned by the Supervisor.

Education, Experience, Skills and Language:

- Secondary School Certificate from an accredited academic institution.
- Clean Driver's License issued by the Government of Bangladesh
- At least three years of experience in vehicle driving in a hospital/ clinic.
- Experience in driving in UN organizations/ program will be given preference.
- Knowledge and experience with working in field Hospitals, public health sector, medical emergencies will be advantageous.
- Ability to work effectively under pressure in hardship situations and harmoniously within a team of colleagues from varied cultures and professional backgrounds.

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; the subject line should mention the reference code [VN-72/2023/S-BD1; Ambulance Driver \(G-3\)](#).

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 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 [VN-72/2023/S-BD1; Ambulance Driver \(G-3\)](#).

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*

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 the 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.