

VACANCY NOTICE



International Organization for Migration (IOM)
The UN Migration Agency

The International Organization for Migration is seeking qualified candidates holding **Turkish citizenship** for the following position based in Gaziantep, Türkiye.

Vacancy Notice Number:	SVN#TR/2024/52
Position Title:	Senior Fleet Associate
Duty Station:	Gaziantep – Türkiye
Classification:	4 months Special Short Term Graded Contract (G6)- with possible extension
Eligibility:	Turkish Nationals
Deadline of Applications:	27 May 2024
Number of People to be hired	1
Category:	Internal

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. IOM 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.

At IOM, we welcome applications from qualified professionals, irrespective of their race, religion, skin color, nationality, age, disability status, ancestry, sex, sexual orientation, gender identity or expression, marital status, family structure, mental health status, or any other characteristic.

Our policies encourage a workplace free from discrimination and any form of harassment. Qualified women are particularly encouraged to apply for this position. Read more about diversity and inclusion at www.iom.int/diversity

General Functions:

Under the direct supervision of National Procurement and Logistics Officer, the incumbent will be responsible for vehicles fleet management, logistical support and logistics contract management.

Major Duties and Responsibilities:

1. Supervise and coordinate IOM ESEM Region (Gaziantep, Sanliurfa, Hatay, Kilis, Adana, Mersin, Kahramanmaras, Adiyaman and Malatya) fleet related actions including day to day allocation of vehicles, tracking of vehicles movements, vehicles log-books, maintenance and provision of monthly fleet operations reports. Coordinate and follow-up on regular and proper maintenance, repairs, fuel supply, appropriate accident reports and safe running conditions for all vehicles. (48 IOM Vehicles)
2. Coordinate IOM ESEM Region Vehicle rental actions including day to day allocation of Vehicles, Tracking of Contract, Vehicle Logbooks and Report for usage.
3. Coordinate registration of IOM Vehicles in ESEM Region
4. Coordinate the building management functions of regular maintenance of IOM ESEM Region premises including generators, warehouse machineries, elevators, household and security equipment ensuring adherence to the highest standards.
5. Participate in the establishment of and maintain service agreements with SPs, with negotiated contractual terms.
6. Plan and organize trainings for the operations/program staff on Logistics as needed.

7. Plan and coordinate the Fleet refer to the Project implementation activities in including relevant setup and preparation for the training, workshops and meetings conducted in IOM ESEM Region premises.
8. Prepare documentation for timely reporting on supply chain activities. Maintain administrative and logistics files. Verify and regularly follow-up provider's warranties and after sales services offered.
9. Act as backup of official focal point during the office setup, office closure, infrastructure works, construction works, energy works, vehicle registration, transfer functions, landscaping works and all other matters requiring permission and to make applications to obtain permissions from the related authorities.
10. Manage usage of IOM Corporate Card and Fuel Card (VAT exempted) as backup of official focal point to process direct purchases of essential office items to respond on emergency request required immediate delivery.
11. Coordinate a full range of documentation processing for execution of logistics operations (e.g. customs clearance, invoice verification), take appropriate actions to address issues and recommend improvements in processes.
12. Supervise and provide guidance to Third party contracting staffs, Drivers as well as Logistics and Fleet Assistants in terms of proper fulfilment of their duties in respective areas in accordance with IOM requirement and Standards.
13. Provide technical advice, mentoring, guidance, and trainings to internal and external stakeholders.
14. Coordinate and Provide Guidance to Programme team in sub Offices for the development of Fleet System and follow up fulfilment of improvement of system.
15. Manage the IOM Global Fleet Management system used in Turkey, Provide representation and orientation to the other Country` offices and Coordinate with the team on improvement of system.
16. Coordinate with the Other UN Agencies on Cross Border Crossing and Determine the technical support for convoy movements.
17. Supervise the Driver Recruitment Process for ESEM Region. Coordinate with the management for the development of Fleet Sources with IOM Requirements and Standards.
18. Manage all Long-Term Vehicle rental Agreements and Act as Focal Point for the Contract management of long and short term Vehicle Lease agreements.
19. Authorize to Drive IOM Vehicles.
20. Perform such other duties as may be assigned.

Required Qualifications:

Education:

- University degree in Business Administration, Management or a related field from accredited academic institution, with four years of relevant professional experience; or,
- High School Certificate with six years of relevant professional work experience.
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Experience:

- Experience in management and in one or more of the procurement and logistics sectors, material control, transport and inventory, building management and construction;
- Experience in procurement process;
- Familiarity with budgeting and financial procedures;
- Excellent organizational skills with the ability to manage multiple tasks simultaneously under time constraints; accurate and detail oriented; and,
- Proficiency in MS office applications such as Word and Excel.

Languages:

- Fluency in **English and Turkish** is required.

Required Competencies

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

Values

- Inclusion and respect for diversity:
Shows respect and sensitivity towards gender, culture, ethnicity, religion, sexual orientation, political conviction and other differences.
 - Encourages the inclusion of all team members and stakeholders while demonstrating the ability to work constructively with people with different backgrounds and orientations.
 - Promotes the benefits of diversity; values diverse points of view and demonstrates this in daily work and decision making.
 - Challenges prejudice, biases and intolerance in the workplace.
- Integrity and transparency:
Upholds and promotes the Standards of Conduct and Unified Staff Regulations and Rules.
 - Delivers on commitments; manages the organization's resources reliably and sustainably.
 - Embraces and encourages transparency, balancing this with the need for discretion and confidentiality as appropriate.
 - Maintains impartiality and takes prompt action in cases of unprofessional or unethical behavior.
 - Does not abuse one's position and acts without consideration of personal gain. Is motivated by professional rather than personal concerns.
- Professionalism:
Demonstrates professional competence and mastery of subject matter and willingness to improve knowledge and skills.
 - Seeks to raise professional standards in self and others through daily work and activities.
 - Adapts quickly to change and is decisive and versatile in face of uncertainty.
 - Shows self-control and persistence when faced with difficult problems and remains calm in stressful situations.
 - Is conscientious and efficient in meeting commitments, observing deadlines and achieving results.

Core Competencies – behavioral indicators *level 2*

- Teamwork:
 - Fosters a sense of team spirit by developing a shared understanding, accountability, and enthusiasm for the team's work.
 - Displays a high level of cultural awareness, sensitivity to different ways of working and leverages individual strengths in order to build a better team.
 - Shares credit for team accomplishments and ensures that the contribution of others is recognized.
 - Helps create a positive team spirit, putting aside personal considerations to help the team achieve its goals.
- Delivering results:
 - Produces high-quality results and workable solutions that meet clients' needs.

- Anticipates constraints, identifies solutions, and takes responsibility for addressing critical situations.
- Monitors own and others' work in a systematic and effective way, ensuring required resources and outputs.
- Aligns projects with Organization's mission and objectives and demonstrates a good understanding of the impact of team's and own work on external and internal counterparts.
- Managing and sharing knowledge:
 - Disseminates and shares knowledge openly and actively contributes to knowledge/network communities for topics relevant to area of expertise.
 - Encourages knowledge-sharing across units/departments and ensures that knowledge is captured, recorded and disseminated appropriately.
 - Builds networks for the effective communication and exchange of knowledge and ideas and puts others into contact with various sources of knowledge.
 - Contributes to an environment that is conducive to innovation and learning.
- Accountability:
 - Proactively seeks responsibility in delivering towards the goals of the Organization.
 - Plans and organizes work with a clear and deliberate focus, ensuring commitments are easily identified and progress is widely communicated.
 - Stands by the actions of team or department, publicly accepting ownership.
 - Takes responsibility of own shortcomings and those of the work unit, where applicable
- Communication:
 - Speaks and writes clearly and effectively.
 - Seeks to share information with others, with due respect for diversity and the confidentiality of specific sensitive information.
 - Listens and seeks to understand without bias and responds appropriately.
 - Shares information and keeps others up to date; actively seeks others' views and ideas and respects their contribution.

Managerial Competencies¹ – behavioral indicators *level 2*

- Leadership:
 - Assigns responsibilities fairly and manages performance, taking account of individual strengths, workloads and interests.
 - Is inclusive in decision-making and actively seeks feedback from team members and colleagues in order to identify opportunities for improvement.
 - Takes sound and timely managerial decisions that are consistent with the Organization's vision and purpose.
 - Establishes and maintains relationships with a broad range of stakeholders to understand needs and gain support.
- Empowering others and building trust:
 - Delegates appropriately to make the most of others' talents, clarifying expectations and allowing autonomy in important areas while providing necessary support.
 - Encourages others to take responsibility for their performance; promotes ownership, responsibility and accountability for desired results at all levels.

¹ As applicable.

- Creates an atmosphere of trust and confidence in which others can talk and act without fear of repercussion.
- Gives proper credit to others, shows appreciation and rewards achievement and effort.
- Strategic thinking and vision:
 - Aligns own actions to the Organization's vision, values, and mandate.
 - Translates strategic direction into short and medium-term plans and objectives for own team; revises objectives to reflect changes in organizational goals.
 - Identifies key issues/priorities in complex situations and how they may be related to one another.
 - Clearly communicates links between the Organization's strategy and the work unit's goals.

Other:

Any offer made to the candidate in relation to this vacancy notice 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.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

This is a local position and applications from candidates for non-Turkish citizens holding a valid residence permit residing in Türkiye might be considered.

How to Apply:

Interested candidates are requested to submit their application including the most recent CV with a cover letter in English with contact details (name, position, phone and e-mail details) of three references by indicating name of the position applied with its VN number in the subject line of the e-mail to iomtrjobs@iom.int or to IOM Birlik Mahallesi Sehit Kurbanı Akboga Sok. No:24 06610, Çankaya, Ankara Türkiye by the end of **27 May 2024**.

Please note that only shortlisted candidates will be contacted.