

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 Adana, Türkiye.

Vacancy Notice Number:	SVN#TR/2024/63
Position Title:	Driver
Duty Station:	Adana – Türkiye
Classification:	4 months Special Short Term Graded Contract (G2)– 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 IOM at www.iom.int/diversity

General Functions:

Under the overall guidance of National Procurement and Logistics Officer in the ESEM Region and under the direct supervision of the Senior Fleet Associate, the incumbent will be responsible the following tasks:

Major Duties and Responsibilities:

1. Provide reliable and secure driving services by utilizing the assigned IOM vehicle to transport IOM staff members and visitors.
2. Movement shall take place as per the authorized routing following UN Department of Safety and Security rules and regulations.
3. Manage the day-to-day maintenance of the assigned vehicle to ensure roadworthiness of the same. This includes daily check of tires, brakes, engine oil, battery, fan belt, etc...
4. Ensure vehicle, registration, insurance and regular service are taking place in timely manner.
5. Perform minor repairs, arrange for major repairs, and ensure that the vehicle is kept clean and in good running condition at all times.
6. Make sure that the vehicle always has full tank prior to departure especially for long trips.
7. Find the most direct routing over the best available roads to the aimed destination.
8. Meet official personnel at the airport and facilitate immigration and customs formalities as required.
9. Negotiate, liaise and coordinate with local authorities to facilitate vehicle movements in designated areas, when required.
10. Ensure that the IOM vehicle is used only for official/authorized business, as advised by the Logistics Officer.
11. Make sure that the daily logbook is instantly updated after each movement.

12. Ensure that the fuel receipts to be provided to the Logistics Assistant for consumption monitoring purpose.
13. Keep a high degree of confidentiality and discreteness in discussions, which involves IOM and its officials.
14. Take proper measurements to reduce potential security threats to the passengers within the immediate vicinity of the vehicle and along transport routes.
15. Deliver and collect goods, mail, documents and other items as assigned.
16. Ensure that the steps required by the local rules and regulations (pertaining to driving) are taken in case of involvement in accident.
17. Identify any apparent problems during the trips and report them to the Logistics Officer.
18. When required, drive IOM vehicle for official/authorized business either for transporting IOM staff members and/or due to other type of service (visiting the market, government entities, airport, customs, vehicles service and registration, etc) as per the authorized routing following the UNDSS/SSU rules and regulations, and as advised by the Senior Logistics Officer.
19. Perform any other duties as may be assigned by the Logistics Officer.

Required Qualifications:

Education

- High school degree with at least two years of relevant professional experience.
- Valid Driving License
- Adequate knowledge of local traffic laws and routes of the duty station.

Experience:

- Previous experience in working with IOM or other international organizations in the field is desirable.
- Defensive driving techniques are desirable.
- Basic vehicle/mechanical/maintenance knowledge

Languages:

- Fluency in **Turkish** is required.
- Working knowledge of **English** is advantageous.

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.
- **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.
- Professionalism:
Demonstrates professional competence and mastery of subject matter and willingness to improve knowledge and skills.
 - 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 – behavioural indicators *level 1*

- Teamwork: Establishes strong relationships with colleagues and partners; relates well to people at all levels.
 - Is fully aware of the team purpose, respects and understands individual and collective responsibilities.
 - Willingly puts in extra effort without being asked and adopts a "hands-on" approach whenever necessary to achieve team objectives.
 - Coordinates own work with that of the team to meet agreed priorities and deadlines.
- Delivering Results:
 - Produces quality results and provides quality services to clients.
 - Meets goals and timelines for delivery of products or services.
 - Shows understanding of own role and responsibilities in relation to expected results.
- Managing and sharing knowledge:
 - Shares knowledge and learning willingly, and proactively seeks to learn from the experiences of others.
- Accountability:
 - Accepts personal responsibility for quality and timeliness of work.
 - Operates in compliance with organizational regulations and rules.
 - Accepts and gives constructive criticism; acknowledges and corrects mistakes and apply lessons learned for improvement.
- Communication:
 - Presents information using language and sequence of ideas that is easy for recipients to understand.

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.