

# GENERIC POST DESCRIPTION

## SECTION 1

### Position Information

VN	IOM/DAR/040/2024
Position Title	Senior Driver- I Position
Position Grade	G-3
Duty Station	Dar es Salaam, Tanzania United Republic Of
Duration	1 Year Fixed-Term Contract with possibility of extension
Position Number	To be created
Job Family	Supply Chain
Organizational Unit	10010625
Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position?	Country Office
Position rated on	30 April 2024
Reports directly to	Procurement & Logistics Officer
Overall Supervised by	Chief of Mission

## SECTION 2

### Organizational Context and Scope

Under the overall supervision of the Chief of Mission and direct supervision of the Procurement and Logistics Officer; and, in close collaboration with the Senior Procurement & Logistics Assistant and the relevant Units, the successful candidate will be responsible and accountable for the following functions in Dar es Salaam, Tanzania.

### SECTION 3

## Responsibilities and Accountabilities

1. Drive the vehicle(s) assigned for the Chief of Mission/Head of Office/Regional Director.
2. Guide, monitor and organize the transportation schedules of the other drivers in the unit/office/duty station in consultation with Senior Procurement & Logistics Assistant.
3. Manage the day-to-day maintenance of the assigned vehicle(s) to ensure roadworthiness of the vehicles. This includes daily check of tires, brakes, engine oil, fan belt, etc.; In close collaboration with Senior Procurement & Logistics Assistant.
4. Monitor drivers to ensure that the vehicles are kept clean and roadworthy.
5. Ensure that the vehicles undertake regular service intervals.
6. Support cost-savings through proper use of vehicles through accurate maintenance of daily vehicle logs, provision of inputs to preparation of the vehicle maintenance plans and reports. This will be done in close collaboration with Senior Procurement & Logistics Assistant.
7. Keep records of vehicle accessories and vehicle parts through conduct monthly/weekly inventory of the items.
8. Find the most direct and safe route over the best available roads to the destination.
9. Monitor that instructions and security guidance provided by the supervisor and security focal point are strictly followed.
10. Monitor that the IOM vehicle(s) is used only for official/authorized business, as advised by the supervisor
11. Make sure that the daily log sheet is prepared, and a monthly report is prepared summarizing statistics linked to mileage, fuel consumption, etc. for the vehicle.
12. Ensure availability of all the required documents/supplies including vehicle insurance, vehicle registration, vehicle logs, office directory, map of the city/country, first aid kit, and necessary spare parts in the assigned vehicle
13. Keep a high degree of confidentiality and discreteness in discussions, which involves IOM and its officials. Take proper actions to reduce potential security threats to IOM officials and/or property within the immediate vicinity of the vehicle and along transport routes.
14. Meet official personnel at the airport(s) and facilitate immigration and customs formalities as required

15. Collect and deliver mail, documents, pouches, and other communications/items from and to the country office; go to the post office, airport, government agencies, other UN agencies, institutions, project sites, etc., to take and deliver items and communications; keep records as required.
16. The driver will ensure functionality of, and maintain and operate security equipment for the vehicle, including radio systems, winch, fire extinguisher and first aid box.
17. Ensure proper use of vehicle maintenance plans and assist in preparing vehicle history report. This will be done in close collaboration with Senior Procurement & Logistics Assistant.
18. Ensure that the steps required by rules and regulations are taken in case of involvement in an accident.
19. When needed, assist the country/field office staff in performing clerical duties such as compiling the monthly fuel report to allow for payment of fuel supplies.
20. Brief and train drivers in all the above duties and responsibilities.
21. Perform such other duties as may be assigned.

#### SECTION 4

## Required Qualifications and Experience

### EDUCATION

- High school certificate/Diploma with minimum 3 years of relevant working experience  
OR  
Bachelor's degree with minimum 1 year of relevant working experience from an accredited institution.
- Valid national driver's license.

### EXPERIENCE

- Knowledge of driving rules and regulations.
- Experience in driving a variety of makes and models of vehicles
- Skills in minor vehicle repairs.
- Knowledge of radio, email, telephone and other applications

### DESIRABLE EXPERIENCE

- 10years+ working in NGOs or International Organization with clean driving records is an advantage.
- Driving License Class C.

## SKILLS

- Proven capacity to drive vehicles in a safe manner consistent with local regulations.
- Strong Leadership skills.
- Strong communication skills.
- Capacity decision making skills.
- Basic computer knowledge/skills.
- Basic team lead skills.

### SECTION 5

## Languages

### REQUIRED

For all applicants, fluency in English and Kiswahili is required (oral and written).

### DESIRABLE

Working knowledge of French and/or Spanish is an advantage.

### SECTION 6

## Competencies<sup>1</sup>

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

**VALUES** - All IOM staff members must abide by and demonstrate these five values:

- **Inclusion and respect for diversity:** Respects and promotes individual and cultural differences. Encourages diversity and inclusion.
- **Integrity and transparency:** Maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- **Professionalism:** Demonstrates ability to work in a composed, competent, and committed manner and exercises careful judgment in meeting day-to-day challenges.
- **Courage:** Demonstrates willingness to take a stand on issues of importance.
- **Empathy:** Shows compassion for others, makes people feel safe, respected, and fairly treated.

**CORE COMPETENCIES** - Behavioral indicators – Level 1

- **Teamwork:** Develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- **Delivering results:** Produces and delivers quality results in a service-oriented and

timely manner. Is action oriented and committed to achieving agreed outcomes.

- **Managing and sharing knowledge:** Continuously seeks to learn, share knowledge, and innovate.
- **Accountability:** Takes ownership for achieving the Organization's priorities and assumes responsibility for own actions and delegated work.
- **Communication:** Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring, and motivational way.

#### **OTHER:**

The UN system in Tanzania provides a work environment that reflects the values of gender equality, teamwork, diversity, integrity, a healthy balance of work and life and equal opportunities for all, including persons with disability.

Female candidates and qualified persons with disabilities are encouraged to apply for UN vacancies and are protected from discrimination during all stages of employment.

#### **NO FEES:**

IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training, or other fee). IOM does not request any information related to bank accounts.

#### **HOW TO APPLY:**

Interested candidates should fill in the PH form, submit CV's and cover letter indicating Vacancy Number with 3 professional references and contacts to email address:

[tzvacancy@iom.int](mailto:tzvacancy@iom.int)

The vacancy is open for both internal and External candidates Tanzanian national only.

Only e-mail applications will be considered.

For further information, please refer to: <https://tanzania.iom.int/careers>

**Posting period: From 09<sup>th</sup> July 2024 – 22<sup>nd</sup> July 2024**