

I. POSITION INFORMATION	
Position title	Driver
Position grade	G-2
Duty station	Lilongwe, Malawi
Position number	20043970
Job family	Resource Management
Organizational unit	10007975
Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position?	Country Office
Position rated on	Not applicable – Pre-classified
Reports directly to	20064894
Number of Direct Reports	Not applicable
II. ORGANIZATIONAL CONTEXT AND SCOPE	
<i>Under the overall supervision of the Chief of Mission (CoM) in Malawi and direct supervision of the Senior driver in coordination with the Resources Management Officer (RMO, the successful candidate will be responsible and accountable for:</i>	
III. RESPONSIBILITIES AND ACCOUNTABILITIES	
1. Drive assigned IOM office vehicle(s). 2. 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. 3. Arrange for minor repairs and ensures that the vehicles are kept clean. 4. Ensure that the vehicles undertake regular service intervals. 5. Keep records of spare parts for vehicle(s) and conduct monthly inventory of the spare parts. 6. Find the most direct and safe route over the best available roads to the destination. 7. Ensure that the IOM vehicle(s) is used only for official/authorized business, as advised by the supervisor. 8. 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. 9. 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. 10. Meet official personnel at the airport(s) and facilitate immigration and customs formalities as required. 11. 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. 12. When needed, assist the country office staff in performing simple clerical duties such as making and answering telephone calls, making photocopies, keeping records, etc. 13. Perform such other duties as may be assigned.
IV. REQUIRED QUALIFICATIONS AND EXPERIENCE
EDUCATION
• High school degree/certificate with minimum 2 years of relevant working experience • Valid national driver's licence. (Professional passenger driver's licence-Category PG)
EXPERIENCE
• Knowledge of driving rules and regulations. • Experience in driving a variety of makes and models of vehicles. • Working experience with UN Agencies, International humanitarian organizations or Government institutions in a multi-cultural setting is an advantage. • Proof of first aid and defensive driving is a requirement. • Knowledge of radio, email, telephone, and other applications.
SKILLS
• Skills in minor vehicle repairs • High level of responsibility • Ability to understand confidentiality as well as coordinate administrative activities.
V. LANGUAGES
Required
<i>Fluency in English (oral and written).</i>
VI. COMPETENCIES¹
The incumbent is expected to demonstrate the following values and competencies:
Values - all IOM staff members must abide by and demonstrate these three values:

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- 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.

Core Competencies – behavioural 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 action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

How to apply:

Interested candidates are invited to submit their applications via email to lilongwevacancy@iom.int by the 30th of January 2024.

Only shortlisted candidates will be contacted.