



International Organization for Migration (IOM)
Organisation internationale pour les migrations (OIM)
Organización Internacional para las Migraciones (OIM)

VNSA2016/05

OPEN TO INTERNAL AND EXTERNAL CANDIDATES

I. POSITION INFORMATION	
Position title	Logistics Clerk/Driver
Position grade	G3 (as per UN salary scale)
Contract type	One Year Fixed Term with possibility of extension
Duty station	Pretoria, South Africa
Seniority band:	
Job family:	
Organizational unit:	Resource Management
Position number	
Position rated "	
Subject to rotation	NO
Reporting directly to	Resource Management Officer
Overall supervision by	Chief of Mission
Managerial responsibility	No
Directly reporting staff	n/a
II. ORGANIZATIONAL CONTEXT AND SCOPE	
<p>Under the overall guidance of the Chief of Mission and the direct supervision of the Resource Management Officer in close coordination with Operations Unit, the successful candidate shall be responsible to carry out duties related to the organization's movement activities. In particular he/she will be responsible for the following;</p>	
III. RESPONSIBILITIES AND ACCOUNTABILITIES	
<ul style="list-style-type: none">• Provide Logistical assistance support to refugees and IOM staff,• Collection and delivery of mail, parcels and equipment, bank deposits etc. related to IOM,• Coordinate the logistical needs as relates to ground transportation, accommodation, meals, medical and operational appointments, pre-departure medical checks and departures and /or arrivals in close co-ordination with Operations Unit,• Escort refugees and migrants between IOM Offices and processing/departure locations ensuring that appropriate photo IDs/travel documents are verified,• Ensure refugees are embarked and disembarked in a timely manner,• Ensure safety, security concerns and incidences are advised to the RMO and Operations unit,• Keep vehicle (s) under his/her responsibility in perfect order, as well as the control of periodic maintenance and to report any problems needing assistance/repair,	

- Perform daily vehicle check-up of oil, water, battery brakes, tires etc. and ensure vehicle cleanliness; keep the logbook of each vehicle updated,
- Assist with processing the cancellation of refugee permits at DHA for departing refugees,
- Assist with preparation of refugee travel bags whenever requested,
- Undertake in country and out of country TDY's as assigned and
- Any other duties within the incumbent's capabilities as assigned.

IV. COMPETENCIES

The incumbent is expected to demonstrate the following technical and behavioural competencies

Behavioural

Accountability

- Accepts and gives constructive criticism
- Follows all relevant procedures, processes, and policies
- Meets deadline, cost, and quality requirements for outputs
- Monitors own work to correct errors

Client Orientation

- Identifies the immediate and peripheral clients of own work
- Establishes and maintains effective working relationships with clients
- Identifies and monitors changes in the needs of clients, including donors, governments, and project beneficiaries
- Keeps clients informed of developments and setbacks

Continuous Learning

- Contributes to colleagues' learning
- Demonstrates interest in improving relevant skills

Communication

- Actively shares relevant information
- Clearly communicates, and listens to feedback on, changing priorities and procedures
- Writes clearly and effectively, adapting wording and style to the intended audience
- Listens effectively and communicates clearly, adapting delivery to the Audience

Performance Management

- Provides constructive feedback to colleagues
- Identifies ways for their staff to develop their abilities and careers
- Provides fair, accurate, timely, and constructive staff evaluations
- Uses staff evaluations appropriately in recruitment and other relevant HR procedures
- Holds directly reporting managers accountable for providing fair, accurate, timely, and constructive staff evaluations

Professionalism

- Masters subject matter related to responsibilities

- Identifies issues, opportunities, and risks central to responsibilities
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation
- Persistent, calm, and polite in the face of challenges and stress
- Treats all colleagues with respect and dignity
- Works effectively with people from different cultures by adapting to relevant cultural contexts
- Knowledgeable about and promotes IOM core mandate and migration solutions

Teamwork

- Actively contributes to an effective, collegial, and agreeable team environment
- Contributes to, and follows team objectives
- Gives credit where credit is due
- Seeks input and feedback from others
- Actively supports and implements final group decisions

V. EDUCATION AND EXPERIENCE

- High school diploma and three years of experience or Bachelor’s degree and one year of experience
- Valid driving license is mandatory.
- Excellent communication skill, drive for results, flexibility and ability to work within a multicultural team, familiarity with Microsoft windows applications including Word, Excel and MS Outlook.

VI. LANGUAGES

Required

English	Fluent
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Advantageous

Knowledge of Local Languages spoken would be an advantage.

METHOD OF APPLICATION

Method of application:

If you are qualified for this position please email the following to pretoriacvs@iom.int under the **REFERENCE: [VNSA2016/05](#)** in the subject line of your email:

- a. COVER LETTER MOTIVATING YOUR APPLICATION
- b. DETAILED CV
- c. COPY OF ID
- d. **IOM PERSONNEL HISTORY FORM** WHICH YOU WILL FIND ON [HTTP://SOUTHAFRICA.IOM.INT](http://southafrica.iom.int) IN THE VACANCIES SECTION

Kindly quote the **REFERENCE- VNSA2016/05** in the subject line of your application. We will not be able to track your applications without the reference code provided.

Incomplete applications will be rejected. Only shortlisted candidates will be notified.

Please send your CV's by 18 April 2016

ENQUIRIES IN RESPECT TO THE JOB DESCRIPTION AND APPLICATION MAY BE DIRECTED TO THE SAME EMAIL ADDRESS.