



International Organization for Migration (IOM)  
The UN Migration Agency

## Open to Internal and External Candidates

Position Title : **Driver and Admin Clerk**  
Duty Station : **RO Buenos Aires**  
Classification : **General Service Staff, UG**  
Type of Appointment : **Special Short Term, three months**  
Estimated Start Date : **As soon as possible**

Closing Date : **May 30<sup>th</sup>, 2023**

*Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, 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.*

IOM is committed to a diverse and inclusive environment. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

### **Context:**

Under the overall supervision of the **Regional Director (RD)** and the direct supervision of the **Regional Procurement Supply Chain Specialist (RPSS)**; within delegated authority, the Driver (of any means of transport car, tractor, boat, speed boat, truck, motor cycle, etc.) will be responsible for the following duties:

### **Core Functions / Responsibilities:**

1. Ensures provision of reliable and safe driving services:
  - i. Drive assigned IOM office vehicle.

- ii. 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.
  - iii. Arrange for minor repairs and ensures that the vehicles are kept clean.
  - iv. Ensure that the vehicles undertake regular service intervals.
  - v. Keep records of spare parts for vehicle(s) and conduct monthly inventory of the spare parts.
  - vi. Find the most direct and safe route over the best available roads to the destination.
  - vii. Ensure that the IOM vehicle(s) is used only for official/authorized business, as advised by the supervisor.
  - viii. 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.
  - ix. 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.
  - x. Meet official personnel at the airport(s) and facilitate immigration and customs formalities as required.
  - xi. Collect and deliver mail, documents, pouches, and other communications/items from and to the Country Office Buenos Aires (CO); 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.
  - xii. When needed, assist the RO Buenos Aires staff in performing simple clerical duties such as making and answering telephone calls, making photocopies, keeping records, etc.
  - xiii. Perform such other duties as may be assigned.
2. Provides clerical administrative and logistical support, focusing on achievement of the following results:
  - i. Full compliance of administrative activities with IOM rules, regulations, policies.
  - ii. Receipt of shipments, customs clearance arrangements, preparation of documents for IOM shipments (received/sent), arrangements for shipments.
  - iii. Preparation of routine correspondence, memoranda and reports in accordance with RO Buenos Aires.
  - iv. Extracting, inputting, copying and filing data from various sources.
3. Provides basic support to office maintenance, assets management and security issues, focusing on achievement of the following results:

- i. Provision of assistance to other areas in the RO Buenos Aires in terms of maintenance requirements, in accordance with the tasks established by the organization.
- ii. Maintenance of files and records relevant to office maintenance and vehicles.
- iii. Keeps records on use and replenishment.

The key results have an impact on the execution of the RO administrative/logistical services in terms of quality and accuracy of work completed. Accurate presentation of information and client-oriented approach strengthens the capacity of the office in the provision of administrative/logistical services.

## ***Required Qualifications and Experience***

### **Education**

- High school degree/certificate with minimum 2 years of relevant working experience or bachelor's degree from an accredited institution.
- Valid national driver's licence.

### **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.
- Basic knowledge of Microsoft Outlook, Excel and Word, it's an advantage.

### **Languages**

- Fluency in Spanish and basic knowledge of English.

## ***Required Competencies***

### **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.

#### **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 and verification of residency, visa and authorizations by the concerned Government, where applicable.

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.

#### **How to apply:**

Interested candidates are invited to submit their applications via email: [iomrobuvacancies@iom.int](mailto:iomrobuvacancies@iom.int) , by May 30<sup>th</sup>, 2023 at the latest. Please send your application with the following email subject: **Vacante RO 04-2023, Driver and Admin Clerk.**

Only shortlisted candidates will be contacted. You can track the progress of your application on your personal application page in the IOM e-recruitment system.

#### **Posting period:**

From 16.05.2023 to 30.05.2023