



IOM International Organization for Migration

SVNMM069

Open to Internal and External Candidates

Position Title : **Driver**
Duty Station : **Sittwe Township, Rakhine State**
Classification : **Field Service Staff, Grade: FS-2**
Type of Appointment : **Special Short Term Contract with possibility of extension**
Vacancy Number : **VA/17/095**
Closing Date : **23 November 2017**

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.

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:

The international Organization for Migration is an intergovernmental organization established in 1951 and IOM has been operating in Myanmar since 2005, working on complex emergencies, providing humanitarian relief, and building capacity of the Government. Operating through its Head office in Yangon and seven field offices, IOM's programmes focus on disaster risk management, emergency preparedness and response, counter-trafficking in persons, assisted voluntary return, migration and border management, and integration.

IOM is committed to the principle that safe and orderly migration is a benefit to migrants and society, and is essential for achievement of the Millennium Development Goals. As a global intergovernmental organization, IOM supports governments to effectively manage the various challenges related to migration, and also provides assistance to migrants. In the health sector, this involves acting as a technical agency to address national priorities and as an implementing agency which partners with government, communities, and other agencies to strengthen health systems to meet the needs of hard-to-reach mobile populations, migrants, and their local host communities.

Core Functions / Responsibilities:

Under the direct supervision of Head of Sub-office and the direct supervision of the Logistics Assistant, the incumbent will be responsible for the following functions

1. Drive IOM Office's vehicle(s) for the transport, delivery and collection of mail, documents and other items as assigned.
2. Manage the day-to-day maintenance of assigned vehicle to ensure road worthiness. This includes daily check of tyres, brakes, engine oil, fan belt etc.
3. Arrange for minor repairs and ensures that the vehicles are kept clean.
4. Keep records of spare parts for the vehicles are kept clean.
5. Keep records of spare parts for the vehicle and conduct monthly inventory of the spare parts.
6. Ensure that the vehicles undergo regular service intervals.
7. Make sure that the vehicle always has a full tank before departure for field trips.
8. Find the most directing routing over the best available roads to the destination.
9. Ensure that the IOM vehicles(s) are used only for official/authorised business, as advised by the supervisor.
10. Make sure that the daily log sheet is prepared and a monthly report is prepared summarising statistics linked to mileage, fuel consumption for the vehicle.
11. Maintain a high degree of confidentiality and discreteness in discussions which involve IOM and its officials.
12. Take proper measurements to reduce potential security threats to IOM officials to property within the immediate vicinity of the vehicle and along transport routes.
13. Assist in purchasing vehicles as well as equipment order or in hiring drivers for Yangon and sub-offices.
14. Ensure that the steps required by the local rules and regulations (pertaining to driving) are take in case of accident.
15. Perform other duties as may be assigned.

Required Qualifications and Experience

Education

- ✓ Myanmar National with High School Degree.
- ✓ Valid Driving License.

Experience

- ✓ At least 3 years of work experience as a driver with safe driving record.
- ✓ Knowledge of driving rules and regulations and skills in minor vehicle repair.

Languages

- ✓ Good Knowledge of written and spoken English

Required Competencies

Behavioural

- Accountability – takes responsibility for action and manages constructive criticisms
- Client Orientation – works effectively well with client and stakeholders
- Continuous Learning – promotes continuous learning for self and others
- Communication – listens and communicates clearly, adapting delivery to the audience
- Creativity and Initiative – actively seeks new ways of improving programmes or services

- Leadership and Negotiation – develops effective partnerships with internal and external stakeholders;
- Performance Management – identify ways and implement actions to improve performance of self and others.
- Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility;
- Professionalism - displays mastery of subject matter
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation.

How to apply:

Interested candidates are invited to submit **an application letter together with complete duly filled and signed Personal History Form (PHF)** (copies of certificates and further documents are not required at this stage) to below address;

International Organization for Migration (IOM)

Mission in Myanmar –Yangon Office (Head Office)

No. 50-B, Thiri Mingalar 2nd Street, Kamayut Township, Yangon

Tel Land Line : +95 1 523509, +951 2305541, +95 9 73236679, +95 9 73236680 Ext : 5000

Fax : +95 1 532279 (direct), +95 1 523509 Ext:5010 and +95 1 2305541 Ext:5010, Postal code :11041

Email : hryangon@iom.int

Posting period:

From 10 November 2017 to 23 November 2017



INTERNATIONAL ORGANIZATION FOR MIGRATION

No.50-B, Thiri Mingalar 2nd street,
Ward 8, Kamayut Township,
Yangon
MYANMAR

If you are applying for a specific **Vacancy Notice**, please quote relevant position title and vacancy number:

Applications must be filed in English language. Applications in other languages may be rejected. Make sure you **complete all four pages** of the personal history form.

PERSONAL HISTORY

ATTACH PHOTOGRAPH HERE

1. A) Surname First Name Middle Name Maiden Name, if any

B) List any other names used

2. A) Permanent Address B) Telephone No.

3. A) Present Residence (Specify City, Province or State, Country) B) Since (date) Until (anticipated date) C) Telephone No.

D) E-mail address (1) E) E-mail address (2), if applicable

4. A) Place of Birth B) Date of Birth C) Citizenship at Birth D) Present Citizenship

E) Passport or Identity Card No. Date of Issue/Date of Expiry Place of Issue (in full)

5. Sex (Check) 6. Marital Status (Check)
Male Female Single Married Widow(er) Divorced Separated

7. Have you any dependents? Yes No If answer is "Yes" give following information:

Name	Age	Relationship	Name	Age	Relationship

8. LANGUAGES (List mother tongue first)

Language	READ			WRITE			SPEAK		
	Excellent	Good	Poor	Excellent	Good	Poor	Excellent	Good	Poor

9. EDUCATION: Give full details, using the following space in so far as it is appropriate of schools or other formal training or education from age 14 (e.g. high school, technical school, apprenticeship, university or its equivalent):

Name and Place	Type	Years attended		Certificates, diplomas, degrees or academic distinctions obtained
		From	To	

10. A) Indicate speed in words per minute (if applicable) B) List any special skills you possess and machines and equipment you can use

	English	French	Spanish	Other Languages		
Shorthand						
Typing						

11. List all organizations with which you are or have been affiliated. This list is to include all affiliations, whether social, professional, fraternal, etc.

12. List activities in civic, public or international affairs and name any significant publications you have written.

13. For what kind of work do you wish to be considered?

14. A) Are you willing to accept a post requiring travel?

B) Would you accept short term employment?

C) Would you accept an emergency field assignment at short notice?

15. In the event of your being selected, how much notice would you need before appointment?

16. Have you any objections to our making inquiries of your present employer?

Yes

No

17. EMPLOYMENT RECORD : Starting with your present occupation, list in reverse order each activity in which you have been engaged **accounting fully for your time. List military service and any period of unemployment of more than six months' duration.** Use a separate block for each period and additional sheets if necessary.

Present or most recent occupation		Annual emoluments:		Description of duties and responsibilities
Dates				
From (month/year)	To (month/year)	Salary	Allowances	
			Total	
Business or organization (name and address, including city)				
Title of your post or occupation		Name of Supervisor		
Number and kind of employees supervised by you				
Personal address during this period				
Reason for leaving				
Dates		Total annual emoluments:		Description of duties and responsibilities
From (month/year)	To (month/year)			
Business or organization (name and address, including city)				
Title of your post or occupation		Name of Supervisor		
Number and kind of employees supervised by you				
Personal address during this period				
Reason for leaving				
Dates		Total annual emoluments:		Description of duties and responsibilities
From (month/year)	To (month/year)			
Business or organization (name and address, including city)				
Title of your post or occupation		Name of Supervisor		
Number and kind of employees supervised by you				
Personal address during this period				
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Title of your post or occupation		Name of Supervisor		
Number and kind of employees supervised by you				
Personal address during this period				
Reason for leaving				

18. References: List three of your current/previous supervisors.

Name in full	Complete Address (Email, Telephone)	Business or Occupation

19. (a) Have you ever been arrested, indicted or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned or placed on probation in connection with such a proceeding, or have you ever been arrested or required to deposit bail or collateral for the violation of any law or regulation, civil or military (excluding traffic violations)?

 Answer "Yes" or "No"

(b) If your answer is "Yes" under item 19 (a) above, attach separate sheet giving details of all arrests and fines other than minor traffic violations. Specify charge, date, place where arrested, and disposition.

20. State any other relevant facts. Include information regarding any residence or prolonged travel abroad, give dates, areas, purpose, etc. State any significant experience not included in Section 17 which you believe will serve in the evaluation of your record.

21. State any disabilities which might limit the performance of your work. (Appointment is subject to compliance with medical requirements.)

Having answered every question above, I, the undersigned, declare that the information contained in this form is, to the best of my knowledge, true, complete and accurate, knowing that, if employed, any false declaration or concealment of material facts may result in disciplinary action including dismissal.

Place and Date _____

Signature _____

PLEASE NOTE

Applications will not, as a general rule, be valid or retained by the Organization for more than one year from date of receipt. While you may rest assured that your candidature will be carefully examined, receipt of this form will not be acknowledged, and any further correspondence will be initiated by the Organization.