**Call for Application – (CFA-BW03/2021)**

**Vacancy/Reference Number: CFA-BW03/2021**

**Position title: Driver (on call basis)**

**Duty station: Gaborone, Botswana**

**Appointment Type: 6 months with possibility of extension**

**Closing date: 7 January 2022**

Established in 1951, International Organization for Migration (IOM) is the leading UN agency in the field of migration, works closely with governmental, intergovernmental and nongovernmental 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.

# Context:

Under the direct supervision of the National Programme Officer, the incumbent will be responsible for the following duties and responsibilities;

1. Drive office vehicles to transport IOM staff on official duties and follow the rules and regulations of driving IOM vehicles at all times;
2. Check vehicle condition/requirements and fill the Log sheet accordingly;
3. Log official trips, daily mileage and fuel usage;
4. Be responsible for the daily maintenance of the assigned vehicle, check oil, water, batter, brakes and tyres; and ensure that the assigned vehicle is clean and road worthy;
5. Perform minor repairs where possible and arrange other related repairs;
6. Make field trips in/or out of the country;
7. Check service dates and make the necessary bookings for the service, collect the vehicle after the service and make necessary payment requests for additional repairs if applicable. Assist with the renewal of vehicle licenses;
8. Report any malfunction on vehicle;
9. Ensure that steps required by IOM rules and regulations are followed in the event of an accident;
10. Assist the office with the distribution of office mail and packages;
11. Deliver and collect visa applications at Embassies and assist Administration with gathering of information for visas when necessary;
12. Perform such other duties as may be assigned

**Required Qualifications and Experience**

**Education:**

**•** Diploma/high school certificate in any field of study with minimum of two years of relevant experience

• Certificate in Auto mechanics is advantageous

• Valid Botswana Driver’s License

**Experience:**

• Driving experience with clean and safe driving record

• Working experience with international organizations

• Knowledge of driving rules and regulations of the country;

• Very good knowledge of Botswana regions, the rest of the country.

**Languages**

Fluency in English is required for this position. Knowledge of local languages is an advantage.

**Competencies:**

The incumbent is expected to demonstrate the following 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**

* Teamwork: Establishes strong relationships with colleagues and partners; relates well to people at all levels.
* Delivering results: Produces quality results and provides quality services to clients.
* Managing and sharing knowledge: Shares knowledge and learning willingly, and proactively seeks to learn from the experiences of others.
* Accountability: Accepts and gives constructive criticism; acknowledges and corrects mistakes and apply lessons learned for improvement. Communication: Listens carefully and genuinely to the views and positions of others; acts on received information.

**Additional Notes:**

IOM is committed to a diverse and inclusive environment. External and internal candidates are eligible to apply for this vacancy. For the purpose of the vacancy, internal candidates are considered as first- tier candidates and will be given priority over external applicants if they meet the minimum requirements.

Appointment will be subject to certification that the candidate is medically fit for appointment.

**Method of application:**

If you are qualified for this position, please send your letter of motivation, up-to-date Resume/CV, education Diploma/certificates, copy of national ID and valid driver’s licence to [pretoriacvs@iom.int](mailto:pretoriacvs@iom.int)

When you send your application, please specify the Vacancy reference number i.e. **CFA-BW03/2021** on the subject line of your email. It will be challenging to track your application without the reference code provided. Incomplete applications will be rejected.

When you send your application through email, please ensure to specify the reference number (**CFA-BW03/2021**) on the subject line of your email. Incomplete applications will be rejected.

**Please send your applications by 7 January 2022 Only shortlisted candidates will be contacted.**