



## TRAVEL FACILITATOR

### Open to Internal and External Candidates

Organizational Unit	:	<b>RESOURCE MANAGEMENT UNIT</b>
IOM Classification	:	<b>DRIVER</b>
Duty Station	:	<b>COLOMBO</b>
Salary Per Month	:	<b>LKR 130,201.00 (G2)</b>
Type of Appointment	:	<b>ONE YEAR FIXED TERM</b>
Estimated Start Date	:	<b>AS SOON AS POSSIBLE</b>
Closing Date	:	<b>JULY 28, 2024</b>

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 government 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:**

Working under the overall directives of the Resource Management Officer and the direct supervision of Head of Human Resources, the incumbent will be responsible for:

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

1. Provide transport for all IOM needs as required.
2. Ensure adequate level of fuel and minimum running conditions of the vehicle. Day to day maintenance and cleaning of the vehicle, checking oil, water levels, battery, breaks, tyre pressure and attendance to routine repairs, in an effective and efficient manner.
3. Delivering and collection of letters / mail / packages on behalf of IOM as requested.
4. Ensures proper use of vehicle maintenance plans and assistance in preparing vehicle history report;
5. Operate and maintain emergency communication equipment in vehicle and ensure the accurate equipment, First Aid Kits and emergency supplies are in the vehicle at all times.
6. Maintain vehicle logbook by daily recording vehicle movements, fuel consumption and mileage done. Alerting supervisors of any repairs to be done to the vehicle.
7. Follow procedures as stipulated in the Transport Guidelines (i.e. Reporting of Accident).

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

##### **Education**

- High School Diploma with two (02) years of relevant professional driving experience.
- Valid driving licence is mandatory.

##### **Experience & Skills**

- Experience in driving official vehicles and working with higher officials will be an asset.
- Prior work experience within United Nations, international humanitarian organizations, non-government or government institutions, organization in a multi-cultural setting is an advantage.
- Knowledge on local traffic regulations is required;
- A valid heavy vehicle license is highly advantageous.

##### **Languages**

Fluency in **English** and **Tamil / Sinhalese** is required; Fluency in all three languages is advantageous.

## **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 successful reference checks.

Women with the above qualifications are encouraged to apply.

### **How to apply:**

Interested candidates are invited to submit their applications with the following documents:

- a. Detailed bio data
- b. Cover letter including two work related referees (non-related)
- c. Pre-screening form ([here](#))

Kindly make the submission via email to [HRSRILANKA@iom.int](mailto:HRSRILANKA@iom.int) indicating position applied on subject line by **Sunday 28<sup>th</sup> July 2024**.

Only shortlisted candidates will be contacted.

### **Posting period:**

From 14.07.2024 to 28.07.2024

### **No Fees:**

IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training or other fee). IOM does not request any information related to bank accounts during the selection process.