



## **POST DESCRIPTION**

<b>I. POSITION INFORMATION</b>	
Position title	Driver and Messenger
Position grade	Ungraded-Special Short Term, (Nine months with possibility of extension)
Duty station	Vientiane, Lao PDR
Position number	TBC
Job family	Resource Management
Organizational unit	Resource Management
Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position?	Country Office
Position rated on	N/A
Reports directly to	Head of Resource Management
Number of Direct Reports	0
<b>II. ORGANIZATIONAL CONTEXT AND SCOPE</b>	
<p>IOM has been working in Lao People's Democratic Republic (PDR) since 2002. Current activities focus on assisting vulnerable migrants including victims of trafficking, capacity development of government officials, skills development of migrants, returnees and aspirant migrants, ethical recruitment and poverty reduction activities.</p> <p>Under the overall supervision of the Chief of Mission and the direct supervision of the Senior Administrative and Finance Assist, IOM Lao PDR the incumbent will provide general transporting and administrative support to the Office</p>	
<b>III. RESPONSIBILITIES AND ACCOUNTABILITIES</b>	
<p>Particularly, he/she will carry out the following duties:</p> <ol style="list-style-type: none"><li>1. Ensure that the IOM vehicle(s) is used only for official/authorized business and transport authorize person as advised by the supervisor.</li><li>2. Carrying out vehicle maintenance checks.</li><li>3. Collect, deliver and distribute of mail, documents, equipment as when assigned</li><li>4. Maintaining an organized travel schedule.</li><li>5. Ensuring that vehicles have sufficient gas and are always ready for use.</li><li>6. Arranging for vehicle repairs when necessary.</li><li>7. Updating monthly mileage records.</li><li>8. Driving a variety of vehicles, including motorbikes, cars</li><li>9. In coordination with the project staff support migrant beneficiaries eligible for assisted volunteer return and reintegration services. Services include logistical and transportation tasks</li><li>10. Assist in visa process, stay permits, and ID card requests</li><li>11. Photocopying, scanning, faxing of documents as well as provide assistance to the staff in similar tasks.</li><li>12. Travel to the IOM field sites on TDY as and when assigned.</li><li>13. Ensure compliance to safety and security rules as per UNDSS, IOM rules and regulations and government regulations.</li><li>14. Perform other related duties as may be assigned.</li></ol>	

**IV. REQUIRED QUALIFICATIONS AND EXPERIENCE**

**EDUCATION**

- Completed at least high school, vocational certificate or diploma

**EXPERIENCE**

- Minimum two years of driving experiences
- Valid driver’s license

**SKILLS**

- Basic computer knowledge in MS office packages.
- Well known Vientiane capital area
- Organize and time management skills.
- Be able to travel to the field

**V. LANGUAGES**

Required (specify the required knowledge)	Desirable
English	Fair (Be able to communicate and basic level of written skills)
Lao	Compulsory

**VI. COMPETENCIES<sup>1</sup>**

The incumbent is expected to demonstrate the following values and competencies:

Values - all IOM staff members must abide by and demonstrate these three 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: 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.

**How to apply:**

Interested candidates are invited to submit their applications IOM Personal History Form (PHF) and motivation letter via e-mail in English, [LaoHR@iom.int](mailto:LaoHR@iom.int) by 14 September 2022 (midnight) at the latest, referring to this advertisement, quoting **SVN LA10/2022/9.1 Driver and Messenger** in the subject line. For an application to be considered valid, IOM only accepts duly completed PHF signed and scanned. Only shortlisted candidates will be contacted.

**Posting period:** From 01 to 14 September 2022