



VNML-12- 2019

Open to Internal and External Candidates

Position Title : **SENIOR LOGISTICS ASSISTANT (FLEET ADMINISTRATION)**
Duty Station : **Bamako, Mali**
Classification : **General Service Staff, Grade G6**
Type of Appointment : **Fixed term, one year with possibility of extension**
Estimated Start Date : **As soon as possible**

Closing Date : **November 22, 2019**

Since the inception of IOM in 1951, Movement Operations have been and continue to be a fundamental pillar of the Organization's work. The organized movement of persons in need of international migration assistance is a primary mandate of the Organization and a cornerstone of IOM's operations. This mandate has resulted in the international transport of more than 15 million migrants and refugees worldwide. Movement Operations departments in various IOM missions, coordinated under the division of Resettlement and Movement Management (RMM) in the Department of Operations and Emergencies (DOE) at IOM's Geneva Headquarters, are responsible for all aspects of travel for migrants and refugees under IOM's auspices, in accordance with the various framework agreements with resettlement and receiving Governments and partners across the spectrum of the Organization's programmes.

The European Union (EU) and the International Organization for Migration (IOM) have developed the Joint Initiative for Migrant Protection and Reintegration in Africa (hereinafter "Joint Initiative"). Implemented in 13 countries (Burkina Faso, Cameroon, Chad, Côte d'Ivoire, Ghana, Guinea, Guinea Bissau, Mali, Mauritania, Niger, Nigeria, Senegal and The Gambia) and in the Regional Office in Dakar through 14 specific actions, it aims to protect the security, dignity and rights of migrants along this important and dangerous migration route and to help improving the reintegration of returnees through an innovative approach. This will be achieved through different types of interventions including protection and assistance to vulnerable and stranded migrants, assistance for voluntary return, support for sustainable reintegration in the communities of origin, the dissemination of accurate information on migration to migrants, potential migrants and communities, and the collection of data on migration flows. The Initiative will aim at strengthening the technical and material capacities of the authorities and organizations involved in these areas so that they can ultimately take over policies and programmes related to the protection and reintegration of migrants in the region, with a view to improving the governance of migration in the region.

IOM is committed to a diverse and inclusive work 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 direct supervision of the Logistics and Procurement Officer and the overall supervision of the Chief of Mission, the successful candidate shall be responsible for the provision of an effective and efficient transport support to all mission activities in line with IOM standard procedures rules and regulations. Specifically, the successful candidate shall be responsible for the following duties:

Core Functions / Responsibilities:

1. Assist in coordinating movement of all mission vehicles assigned at Bamako Mali. Prepare daily vehicle movement schedule in coordination with program managers and heads of units.
2. Supervise the performance of duties of all drivers assigned at Bamako and the regions.
3. Registering, licensing each vehicles and make sure that license are always update. Implement and monitor the transport logbook system for all the vehicles. Check and validate the accuracy of the entries made into the vehicle logbooks both by the drivers and international staff members who are authorized by the Chief of Mission to drive IOM vehicles.
4. Monitor accurate record of vehicle fuel consumption and repair/maintenance cost. Submit monthly vehicle repair/maintenance cost to the Logistics and Procurement Officer.
5. Ensure that all mission vehicles are kept clean (in and out), properly maintained and kept in good running condition all the time. Put in place and implement a preventive maintenance system for all mission vehicles. Coordinate with Heads of Sub-Offices to ensure that vehicles assigned at the sub-offices undergo timely preventive maintenance in accordance to the standard frequency/schedule establish across the mission. Ensure that vehicles needing repairs are promptly and properly repaired for keeping vehicles availability at peak.
6. Immediately report all problems involving transportation and dispatching to Head of Procurement and Logistics Unit and the Security Officer.
7. Ensure that all drivers, including those who are being provided by vehicle rental companies undergo proper security briefing by the Staff Security Unit before their deployment. This includes training on the use of VHF radios and other security related equipment being used by drivers. Monitor the compliance of drivers to established security advisories in coordination with the Staff Security Unit. Maintain a file for each vehicle/equipment which should then include all specifications (procurement docs, insurances, taxes, user's manual, Certificate of Registration, plate number certificate, repairs/maintenance record, fuel consumption record, accident reports etc.);
8. Monitor and verify all International Staff members have a valid driver's license (preferably international driver's license and driver's license issued by the staff member's home country, in that order). Establish proper documentation (including keeping copy of staff member's valid driver's license) of assigning mission vehicles to international staff for their daily commute. Conduct drive testing of international staff before recommending to the Head of Logistics & Procurement Unit and the Chief of Mission, the assignment of a mission vehicle to international staff for their daily commute in coordination with security unit.

9. Verify and facilitate drivers and international staff driving IOM vehicles report any accident involving the vehicle or any observation they may have on the vehicle's performance as soon as possible..
10. Coordinate timely servicing of rented vehicles and/or provision of replacement units whenever rented vehicles are serviced or repaired.
11. Administer the Petty Cash of Fleet Management Section and ensure timely submission of petty cash liquidation reports to Finance Unit.
12. Liaise with Human Resources for the personnel administration drivers and other Fleet Management Section staff. Ensure timely completion of the SES of all staff under his supervision.
13. Perform other tasks assigned by his immediate supervisor and the mission management.

Required Qualifications and Experience

Education

High School or Certificates in Business Administration, Logistics, Mechanics or any related subjects. At least 6 years' experience in a similar position; or Bachelor and 4 years of experience in relevant fields.

Experience

- Experience in staff management; previous experience with NGO or UN agency is an asset.
- Computer literate with good report writing skills needed;
- Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds. Ability to meet deadlines and work under pressure.

Languages

Thorough knowledge of English and French.

Working knowledge of any local language an advantage.

Required Competencies

Accountability

- Accepts and gives constructive criticism
- Follows all relevant procedures, processes, and policies
- Meets deadline, cost, and quality requirements for outputs
- Monitors own work to correct errors
- Takes responsibility for meeting commitments and for any shortcomings

Client Orientation

- Identifies the immediate and peripheral clients of own work

Continuous Learning

- Contributes to colleagues' learning
- Demonstrates interest in improving relevant skills

Communication

- Actively shares relevant information
- Writes clearly and effectively, adapting wording and style to the intended audience
- Listens effectively and communicates clearly, adapting delivery to the audience

Performance Management

- Provides constructive feedback to colleagues

Professionalism

- Masters subject matter related to responsibilities
- Identifies issues, opportunities, and risks central to responsibilities
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation
- Persistent, calm, and polite in the face of challenges and stress
- Treats all colleagues with respect and dignity
- Works effectively with people from different cultures by adapting to relevant cultural contexts
- Knowledgeable about and promotes IOM core mandate and migration solutions

Teamwork

- Actively contributes to an effective, collegial, and agreeable team environment
- Contributes to, and follows team objectives
- Gives credit where credit is due
- Seeks input and feedback from others
- Actively supports and implements final group decisions

Technical

- Good knowledge of Microsoft tools (Excel, Word)
- Excellent inter-personal communication;
- Capacity to work as part of a team, to handle stressful situation and sometimes hostile environments;
- Capacity to respect deadlines;
- Ability to work diplomatically, with empathy and tact. Sensibility to and ability to work with people from different backgrounds are essential skills;
- Good negotiation skills and problem solving skills, good organization and good writing skills;

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 (CV and Cover letter) via email at jommalihr@iom.int , by November 22, 2019 at the latest, referring to this advertisement.

Only shortlisted candidates will be contacted.

Posting period:

From 08.11.2019 to 22.11.2019