



IOM International Organization for Migration

Open to Internal and External Candidates

Position Title : **Logistics Assistant – Fleet**
Organizational Unit : **Supply Chain Division**
Duty Station : **Baghdad – Iraq**
Classification : **General Service Staff, Grade G3**
Type of Appointment : **Special Short Term contract (SST)**
Duration of Appointment : **Six (6) months with possibility of extension**
Closing Date : **14th February, 2024**
Reference Code : **SVN2024/IRQ/040**

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. Applications from qualified female candidates are especially encouraged as well as the 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 general guidance of head of resources management and the overall supervision of supply chain officer and the direct supervision of the supply chain officer in Baghdad and the, the Logistics Assistant (Fleet) is responsible for the following functions:

Core Functions / Responsibilities:

1. Supports the Supply Chain Assistant (Fleet) with assigning vehicles as requested by users.
2. Supports the Supply Chain Asst Fleet with preparing the weekly vehicle movement plan.
3. Assists with fueling of motor vehicles in Location.
4. Assists with filing of Fleet documents.
5. Assist drivers with capturing their leave requirements into PRISM.
6. Performs regular fleet activities such as checking vehicles for adequate tools, first aid kits and fire extinguishers.
7. Ensure that all used vehicle logbooks and fuel slips are stored properly for future reference.
8. Support the Supply Chain Asst (Fleet) with preparing the vehicle maintenance schedule and sending vehicles for regular maintenance and service.
9. Perform general office duties such as making photocopies/scanning documents, operating office machines.
10. Perform other duties as maybe assigned.

Qualifications;

Education

- University degree in a related field from accredited academic institution with 1 years of relevant professional experience
- Completed High School degree from accredited academic institution with 3 years relevant professional experience.

Experience

- Good knowledge of Microsoft tools (Excel, PPT, 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 diverse backgrounds are essential skills;
- Good negotiation skills and problem-solving skills, good organization and explicit writing skills;

Skills

- Diploma with knowledge of Fleet Operations and basic office computer skills/management of files is favorable.

Languages

- Fluency in English and Arabic are required;
- Any other language is an advantage.

Required Competencies

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

Values

- Inclusion and respect for diversity respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintain 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.

IOM IN/234 - Policy and Procedures for Preventing and Responding to Sexual Exploitation and Abuse
IOM has a policy of zero tolerance of sexual exploitation and abuse (SEA) by IOM staff members and the employees or any other persons engaged and controlled by IOM Contractors. The staff members and all contract type holders shall protect against and prevent sexual exploitation and abuse (PSEA).

Others

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:

While this vacancy is open to both Internals and Externals, priority shall be given to qualified Internal applicants.

Interested candidates are invited to submit their applications via a link:

<https://iraqdatacenter.iom.int/Vacancy/Apply/SVN2024IRQ040>

For an application to be considered valid, IOM only accepts online profiles duly completed. Only shortlisted candidates will be contacted.

Posting period:

From 31.01.2024 to 14.02.2024