



TERMS OF REFERENCE

Duty Station: EUBAM HQ, Odesa

Classification: Service Contract (SC)

Title of Position: Driver (5 positions available)

Type of Appointment: SC Contract, one year, 1 December 2013—30 November 2014

Organizational Unit: Administrative Section

Direct Supervisor: Senior Driver

Organizational Context: The EU Border Assistance Mission (EUBAM) to Moldova and Ukraine was established, based on a tripartite Memorandum of Understanding (MoU) signed on 7 October 2005 by the European Commission, the Republic of Moldova and Ukraine, with IOM as the EU's implementing partner. The mandate of EUBAM runs through 30 November 2015.

The Mission is a technical assistance and advisory body that aims at enhancing the border and customs management capacities of the Republic of Moldova and Ukraine, approximate the standards of the border and law enforcement authorities to those of the EU and to enhance the implementation of the rule of law.

General Functions: Under the direct supervision of the Senior Driver and guidance of the Procurement Assistant, and the overall supervision of the EUBAM Resource Management/Human Resources Officer (RMO), the Driver will provide transport support to the work of EUBAM.

Specific Functions:

- Drive EUBAM office vehicles.
- Manage the day-to-day maintenance of the assigned vehicle to ensure roadworthiness of the vehicles. This includes daily checks of tyres, brakes, engine oil, fan belt, etc.
- Arrange for minor repairs and ensure that the vehicles are kept clean.
- Keep records of spare parts for the vehicles and conduct monthly inventory of the spare parts.
- Ensure that the vehicles undertake regular service intervals.
- Make sure that the vehicles always have a full tank of fuel prior to departure for trips to the field.
- Find the most direct routes over the best available roads to the destination.
- Ensure that the EUBAM vehicles are used only for official/authorised business, as advised by the supervisor and in compliance with the provisions of the EUBAM internal rules for use of Mission vehicles.
- Make sure that the daily log sheet is prepared and a monthly report is prepared summarising statistics on mileage, fuel consumption, etc.
- Keep a high degree of confidentiality and discretion in discussions involving EUBAM and its officials.
- In close cooperation with the National Security Officer, take proper steps to reduce potential security threats to EUBAM officials or property within the immediate vicinity of the vehicle and along transport routes.
- Collect and deliver mail/documents as assigned.
- In close cooperation with the National Security Officer, ensure that the measures required by the local rules and regulations (pertaining to driving) are followed in case of involvement in accident.

- Assist the Senior Driver in planning, organizing, and scheduling the work of temporary drivers.
- Compare information on requisition or invoices for shipments received or issued to verify their accuracy; complete requisitions or other forms and ensure that the Organization's requirements/procedures are followed.
- Perform any other duties as assigned.

Desired Qualifications:

- Secondary school diploma or equivalent;
- Valid driver's license of at least category B;
- Five (5) years' work experience as a driver (recommendations required); experience of work for international organizations is an asset;
- Excellent knowledge of applicable Traffic Rules of Ukraine;
- Skills in minor and emergency vehicle repair;
- Safe driving record;
- Fluency in Ukrainian and Russian; knowledge of spoken English is a mandatory requirement;
- Basic knowledge of office software (MS Word/Excel/Outlook/Internet Explorer) is an asset.

NOTES:

1. Appointment is subject to funding confirmation.

Send CV and cover letter in English to:

IOM Kyiv

8 Mykhailivska Str., Kyiv 01001

iomkiev@iom.int, 568-5016 (Fax)

Please, indicate the position you are applying for in the subject line of your message.

Closing date for applications is, November 4, 2013, however interested candidates are strongly encouraged to apply sooner.

Only pre-selected candidates will be contacted for an interview.