



IOM International Organization for Migration
OIM Organisation Internationale pour les Migrations
OIM Organización Internacional para las Migraciones

OPEN TO INTERNAL AND EXTERNAL CANDIDATES

Position Title : Driver (6 positions)
Duty Station : Belgrade – Asylum Center Krnjaca
Classification : Consultancy
Type of Appointment : 3 months (with possibility of extension)
Reference Code : CON 16 / 2018 – Driver

Within the EU-funded project “EU support to Serbian and the Former Yugoslav Republic of Macedonia in managing migration/refugees crisis / Balkan route” IOM Belgrade is seeking for qualified candidates for the positions of Driver to support in transportation of migrant and refugee children to their respective schools in the territory of Belgrade. In particular the incumbents will work in shifts and will be responsible for the following tasks:

Core Functions/Responsibilities

- To transport migrant children accommodated in Krnjaca Asylum center to their respective schools in the territory of Belgrade;
- To transport most vulnerable migrants/refugees to relevant services/reception and/or asylum centres when/if needed in coordination with MPO/Team Leader/Project Coordinator;
- To check and attend to routine maintenance of the vehicles on a daily level;
- To report to Migrant Protection Officer and Project Coordinator any identified non-routine maintenance to be carried out;
- To ensure that the vehicle assigned is driven in a manner that consents the maximum fuel efficiency according to the duty performed and understands that may be requested to justify fuel consumption not deemed appropriate for the type of vehicle used/duty performed;
- To provide logistic support to IOM team;
- To assist in every day camp activities, including assistance provided to migrants, in close coordination with the Team Leader/Migrant Protection Officer and other IOM team members, as well as the government staff in charge for camp management;
- To refer migrants interested in AVRR option to AVR and Reintegration counsellor/AVRR and Migrant assistant;
- Performs any other duties that may be assigned by the Head of Office.

Mission in Belgrade:

Skenderbegova 3 • 11158 Beograd • Srbija
Tel: +381.11.3282.075 • Fax: +381.11.3281.425 • E-mail: iombelgrade@iom.int • Internet: <http://www.iom.int>

Competences

Education and Experience:

Completed High School degree from an accredited academic institution, with at least 2 years of relevant professional driving experience.

Professionalism

- Work experience as Driver of humanitarian organization/UN is an advantage.
- Demonstrated knowledge of routes within the area of operations.
- Knowledge of UNDSS/IOM Driving Safety Instructions is an advantage.
- Driving license B category is mandatory.
- Knowledge of basic Microsoft Office suite applications is an advantage.

Languages

Working knowledge in English and fluency in Serbian is required.

Method of application

The Vacancy is open for internal and external candidates that have the legal right to reside and work in Serbia. We invite all interested candidates to submit their applications as soon as possible in English language and motivation letter (not more than one page) to iombegvacancy@iom.int quoting this respective **Vacancy notice number** in the subject (CON 16 / 2018 – Driver)

Closing date

The deadline for submission: **10 December 2018**. Incomplete applications will not be taken into consideration. Only shortlisted candidates will be contacted.

The assignment expected to begin in January 2019