

VACANCY NOTICE (VN)

Open to Internal and External Candidates

Position Title : **Motorized Rider /Handyman**
Reference No : **VN/UG/012/2023**
Duty Station : **Kampala, Uganda**
Classification : **General Service Staff, Grade G2**
Type of Appointment : **Fixed Term**
Estimated Start Date : **As soon as possible**
Closing Date : **13th June 2023**

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, 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. 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

Background and Context:

Under the overall supervision of the Chief of Mission and the direct supervision of the Supply Chain Officer, the incumbent will be responsible for riding IOM motorcycles and/or vehicles to transport persons/goods/packages/documents authorized by IOM, from one destination to another in a timely, safe and cost-effective manner and also perform the functions of a handyman. The incumbent will perform the following functions:

Core Functions / Responsibilities:

Riding

1. Riding IOM motorbikes and executing tasks as assigned by the Logistics Assistant.
2. Ensure the safety of cargo and motorbike and observe traffic rules and road discipline.
3. Manage the day-to-day maintenance of the assigned motorbike to ensure roadworthiness before departure. This includes daily check of tyres, brakes, engine oil etc. Always ensure cleanliness of the motorbike.
4. Collect mail and deliver various documents as planned by the Logistics.
5. Fill in the inspection sheet of motorbike status and share with the Logistics Assistant.
6. Report promptly any defects or malfunctioning of the motorbike that require immediate attention to the Logistics Assistant.

7. Ensure that in case of an accident, supervisors are informed, and a police report is obtained. In no case should the Rider accept responsibility.
8. Maintain the motorbike road log sheet including the fuel status and oil always changing.
9. Always follow the rules and regulations of driving IOM motorbikes.
10. Refuel the motorbike as required and perform such other duties as may be assigned.

Handyman's work

11. Conduct regular inspections of the water filtration plant and related infrastructure at IOM transit Centre, identifying and addressing any issues that may affect the plant's operation on water quality and ensure continued supply of safe drinking water.
12. Conduct routine System servicing and maintenance, troubleshoot and diagnosis on filtration equipment at the transit center including replacing filters and cleaning tanks.
13. Maintain an up-to-date inventory of spare parts required for the Water filtration System with their specifications.
14. Develop and maintain a comprehensive data base of all, installed spare parts, filters including their specifications, maintenance history and repair records of the filtration plant.
15. Making weekly assessments for maintenance and repairs of plumbing, electricity and carpentry issues and making monthly reports to the Transit Centre manager for easy tracking of repairs and accountability.
16. Escorting mission donated relief items, Personal protective equipment and various other things to their designated destinations to ensure safety and accountability.
17. Arranging transport for IOM office supplies from various IOM stores to different departments of the organization on request.
18. Ensuring all vehicles are clean as required.
19. Supporting procurement in annual asset verification in Kampala and field offices including asset disposal activities.
20. Managing mission generators, general maintenance, fuel tracking and organization of necessary re-fueling.
21. Helping the bus driver on trips that necessitate loading and offloading of passenger luggage and keeping them safe in designated bus compartments.
22. Overall facilities- Assessment for electrical, plumbing, carpentry and fumigation issues for the Country office, Medical Health Assessment Centre, Regional Operations, and Canada Visa Application Centre Offices.
23. Respond to emergency situations at all IOM offices in Kampala regarding the functionality of lights, generators, fire-fighting equipment, water reservoirs and other office equipment, etc.
24. Supervising Collection of litter by different vendors and signing off on the delivery notes for every collection.
25. Over- seeing works done by external contractors at various IOM premises in Kampala while ensuring that work has been fully done and with quality.

Required Qualifications and Experience

Education

- Minimum A-Level education
- Valid Riding License (A class)

Experience

- At least two years continuous riding and driving experience.
- Possession of a Government driving test grade II and III.
- Possession of a recent certificate of good conduct from the Uganda Police.
- Basic knowledge of motorbike/vehicle maintenance and repairs.
- IOM functional competencies required: effective communications skills both written and oral, capable negotiator, creative analytical thinker, and active learner/good listener and cross-cultural facilitator working within a multi-cultural environment.
- Flexible in terms of working hours.

Skills

- Good knowledge of routes within Kampala
- Good knowledge and working experience of VHF Radios
- Strong interpersonal and intercultural skills.

Languages

Fluency in English (oral and written) is required. Knowledge in French and Spanish is advantageous.

Required Competencies

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.
- **Courage:** Demonstrates willingness to take a stand on issues of importance.
- **Empathy:** Shows compassion for others, makes people feel safe, respected and fairly treated.

Core Competencies – Behavioral 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.

How to apply:

For an application to be considered valid, IOM will only accept applications which should include a cover letter (not more than one page) and résumé highlighting the required education and experience.

Interested applicants may send their applications to huganda@iom.int no later than **13th June 2023** Reference Number and Position Title (**VN/UG/012/2023 – Motorized Rider/Handyman**)-Kampala, Uganda) should be specified in the SUBJECT field.

Required: After sending your application through huganda@iom.int, **YOU ARE REQUIRED** to fill in the recruitment Questionnaire using the link: - [Pre-Screening Form](#).

Only short-listed candidates will be invited for an interview.

Posting period:

From 31st May 2023-13th June 2023