



TRANSPORT & LOGISTICS EXECUTIVE ~ COLOMBO

Open to Internal and External Candidates

Organizational Unit	: RESOURCE MANAGEMENT UNIT
IOM Classification	: TRANSPORT & LOGISTICS ASSISTANT
Duty Station	: COLOMBO
Salary Per Month	: LKR 190,614.00 (G4)
Type of Appointment	: ONE YEAR FIXED TERM
Estimated Start Date	: AS SOON AS POSSIBLE
Closing Date	: December 29th, 2024

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 government 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.

Context:

Working under the overall supervision of the Head of Resource Management and the direct supervision of the Senior Procurement & Logistics Executive, the incumbent will be responsible and accountable for the following activities:

Core Functions / Responsibilities:

1. Efficiently coordinate the movement of the IOM fleet and update the system promptly.
2. Assist in coordinating the organization's vehicle fleet to ensure optimal utilization, operational efficiency, and compliance with relevant policies.
3. Arrange for the proper management of vehicles, including regular maintenance, timely repairs, and scheduled servicing.
4. Maintain accurate and up-to-date records of the IOM vehicle fleet, ensuring timely updates to the vehicle list. Prepare accident reports and follow up claims from insurance Companies.
5. Dispense & track fuel vouchers to the drivers as needed.
6. Check the fuel consumption and maintain milage records.
7. Assign duties to the drivers and maintain the duty roster.
8. Monitor driver's log sheets as well monitor the usage of IOM Global transport booking system.
9. Coordinate KISS movements and material deliveries with field/sub offices.
10. Coordinate requests for transport and apply for security travel clearance from UNDSS.
11. Keep control of insurance and revenue license.
12. Draft general correspondence related to transport matters.
13. Prepare documentation related transport/logistics payments.
14. Coordinate office building repairs, maintenance, and services in a timely manner while ensuring proper tracking and record-keeping.
15. Assist in coordinating the repair and maintenance of office assets, follow up on maintenance agreements, and process their timely renewal.
16. Facilitate in obtaining legal clearance for service and lease contracts and ensure timely renewal.
17. Facilitate the process of vehicle related PRF, BAS from sub offices. Subsequently arrange purchasing of spare parts for the vehicle (Colombo and sub offices).
18. Perform such other duties as maybe assigned.
19. Assist in coordinating the repair and maintenance of office assets, Follow up on maintenance agreements, and process their timely renewal.
20. Facilitate in obtaining legal clearance for service and lease contracts and ensure timely renewal
21. Facilitate the process of vehicle related PRF, BAS from sub offices. Subsequently arrange purchasing of spare parts for the vehicle (Colombo and sub offices).

Required Qualifications and Experience

Education

- Bachelor's degree in Logistics, Business Management or a related field from an [accredited academic institution](#) with two (02) years of relevant professional experience; or
- Minimum of 4 years relevant work experience with a high school diploma.

Experience

- Previous experience in fleet management and/or logistics management is required. Experience in the Humanitarian Field will be an advantage.

Skills

- Good interpersonal skills and ability to work with minimal supervision.
- Attention to detail, ability to organize paperwork in a methodical way and comprehend.
- Discreet, details and clients-oriented, patient and willingness to learn new things.

Languages

Fluency in **English** and **Sinhalese/Tamil** is required; Fluency in all three languages 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.

Core Competencies – Behavioral indicators - *level 2*

- 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.

Other

Appointment will be subject to certification that the candidate is medically fit for appointment and successful reference checks.

How to apply:

Interested candidates are invited to submit their applications with the following documents:

- a. Detailed bio data
- b. Cover letter including two work related referees (non-related)
- c. Pre-screening form ([here](#))

Kindly submit your application via email to HRSRILANKA@iom.int indicating position applied on subject line by **Sunday 29th December 2024**.

Applications without the above mentioned will not be considered.

Only shortlisted candidates will be contacted.

Posting period:

From 15.12.2024 to 29.12.2024

No Fees:

IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training or other fee). IOM does not request any information related to bank accounts during the selection process.