

## ICMPD Job Profile

### Driver – Abuja Office

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#### **ORGANISATIONAL SETTING:**

The Danish funded project: *Modernizing Nigeria Immigration Service Workforce (MoNIS)* jointly implemented by ICMPD/NIS aims to support the Nigeria Immigration Service in drafting critical policy documents, personnel guidelines, training curricula, as well as operational directives, which will form the basis for developing an efficient, competent and better performing workforce that is ready to face the complex challenges of an increasingly difficult work environment

#### **FUNCTION (Task Identity):**

The Driver provides reliable and safe driving services for the transport of authorized personnel of the ICMPD Abuja office in accordance with relevant traffic regulations and ICMPD security policies. The Driver has a strong sense of responsibility, a client-oriented approach, courtesy and the ability to work with people of different nationalities and cultural backgrounds.

The Driver works under the supervision of the Project Manager and in close collaboration with other project team members.

This position is located in Abuja, with driving services in support of field missions, within the territory of Nigeria.

#### **TASKS AND RESPONSIBILITIES (per Job Component):**

- Provision of reliable and secure driving services in accordance with relevant traffic regulations and ICMPD security policy.
- Driving vehicles safely for the transport of authorized personnel.
- Provide pick up and drop off services at the airport, as required.
- Ensure proper use of vehicle through accurate maintenance of daily vehicle logs, provision of inputs to preparation of the vehicle maintenance plans and reports.
- Ensure adherence to office policy for the purchase of fuel, keep documentation in order (cards, receipts, etc.) in coordination with Administrative and Finance Officer.
- Keep fuel expenditures log updated and inform the Admin and Finance Officer accordingly.
- Keep maintenance expenditure records updated and inform Admin and Finance Officer accordingly.
- Take care of the day-to-day maintenance of the assigned vehicle by checking oil, water, battery, brakes, tyres, etc.; arranging for repairs; and ensuring that the vehicle is kept clean.
- Ensure availability of all the required documents/supplies including vehicle insurance, vehicle logs, office directory, map of the city/country, first aid kit, necessary spare parts.
- Ensure that immediate action as required by rules and regulations are taken in case of involvement in a traffic incident and/or accident.
- Ensure strict adherence to ICMPD security policy and to ICMPD's Abuja office security policy.
- Participate in training activities when required by Project Manager.
- Liaise with ICMPD security advisers when requested by Project Manager.
- Undertake driving services for field missions, within the territory of Nigeria, as requested per activities' work plan.

- Regularly update the vehicle's utilisation calendar and communicate promptly with Project Manager/Officer in Charge when conflictual schedules arise.
- Provide support to the Abuja office by undertaking minor clerical tasks; dispatch of letters, follow up on letters reception; keep the official communication log updated; dispatch of documents; collection of pro forma invoices (or other documents); distribute printed documents and material prior to meetings and workshops; record keeping of petty cash for fuel and basic repair work on cars against receipts, in coordination with the Administrative and Finance Officer

**KEY RESULTS (as per Job Component):**

- Vehicle used properly in accordance with standard driving regulations .
- Assigned vehicle properly maintained on a day-to-day basis.
- Documents and supplies made available on a regular basis.
- Immediate action taken in case of any traffic incident and/or accident.
- All related tasks implemented in line with security policies.
- Basic support provided to office with minor clerical tasks

**INCUMBENT PROFILE:**

- A valid driving license (free from conviction), with 2-year safe-driving record.
- Criminal record clearance certified by local authorities.
- Proof of a minimum of 3 years of position-relevant work experience with other NGOs or international organisations and/or equivalent experience with private companies.
- Confirmation from a recognised General Practitioner that the incumbent has a clear medical record and is physically fit to undertake the assignment, including confirmation that the incumbent is free from any medical conditions that could affect vehicle driving.
- Ability to lift heavy packages and luggage.
- Strong knowledge of vehicle maintenance.
- Ability to remain calm in stressful driving situations (e.g. at rush hour).
- Familiarity with communications equipment and GPS devices.
- Good written communication and arithmetical skills.
- Excellent communications and problem-solving skills.
- Previous minor clerical / administrative job experience is an asset.
- Self-initiative and a proactive attitude with a strong sense of responsibility.
- Detailed geographical knowledge of the contextual area and neighbourhoods.
- A polite, well-presented and professional disposition and experience in working with people from different cultural backgrounds.
- Professional training in vehicle maintenance is an asset.
- Professional training in security is an asset.
- Good ICT skills is a distinct asset.
- Availability to occasionally work weekends and nightshifts

**CORPORATE QUALIFICATIONS:**

- Experience in and international context.
- Proficiency in verbal/written English
- Confirmation of completion of secondary school level of education.