

ICMPD Job Profile

Driver¹

Functional Overview

The Driver provides reliable, safe, and efficient driving and logistical support services for ICMPD offices and projects. The role ensures the secure transport of authorised staff, experts, visitors, and goods, contributing to the effective and timely delivery of operational activities.

Working under the supervision of the designated manager or administrative focal point, the Driver supports daily office operations and field missions by maintaining vehicles in good condition, complying with traffic regulations, and adhering to ICMPD's safety and security procedures. The role requires professionalism, discretion, and a service-oriented approach when dealing with staff, partners, and external stakeholders.

Key Results

Transportation and Logistics: Safe, punctual, and courteous driving services provided for authorised passengers and goods in compliance with local traffic laws and ICMPD security policies. Transport and logistical arrangements for meetings, airport transfers, missions, and official events are effectively supported. Promote fuel efficiency and environmentally responsible driving practices.

Vehicle Maintenance and Documentation: Assigned vehicle maintained in excellent working order through regular checks, servicing, and accurate record keeping. Fuel, maintenance, and mileage logs kept up to date, and immediate action taken in line with ICMPD procedures in the event of an incident or accident.

Operational and Administrative Support: Mail, documents, and materials delivered and collected promptly, ensuring the smooth running of operations. Support provided to clerical and logistical tasks such as dispatching correspondence, collecting quotations, maintaining petty-cash records for fuel and repairs, and assisting with meeting preparations.

Compliance and Conduct: Driving and operational duties carried out in strict adherence to ICMPD's Code of Conduct, safety, and security standards. Conduct route assessments considering security, traffic, and weather conditions; follow ICMPD's safety and security standards during all movements. Professional, polite, and culturally sensitive conduct demonstrated at all times, representing ICMPD with integrity and respect.

¹ This job profile is classified at LS1

Required Expertise

- Thorough knowledge of road networks, routes, and traffic regulations within the country of assignment.
- Understanding of basic vehicle mechanics and preventive maintenance.
- Ability to manage fuel usage, mileage, and maintenance logs in line with internal procedures.
- Ability to assess routes, weather, and security conditions and plan travel accordingly.
- Strong interpersonal and communication skills with a client-focused attitude.
- Capacity to remain calm and responsible in stressful driving situations.
- Familiarity with communication and GPS devices.
- Awareness of organisational security procedures and incident reporting protocols.
- Knowledge of defensive driving, first aid, or vehicle maintenance is an asset.
- Basic ICT skills are a distinct advantage.

Qualifications, Experience and Language Skills

- Valid and unrestricted driving licence (free from conviction) with a minimum two-year safe-driving record.
- Minimum of three years of relevant driving experience with international organisations, NGOs, government institutions, or reputable private companies.
- Proven experience in maintaining vehicles and managing related documentation.
- Medical certification confirming good physical condition, adequate vision and hearing, and fitness to drive.
- Ability to lift and handle luggage or equipment as required.
- Proficiency in the local language(s) of the duty station; working knowledge of English.
- Availability to travel for missions, including occasional weekends or overnight assignments.
- Training in vehicle maintenance, security awareness, defensive driving, or first aid is an asset.
- Experience in supporting field missions or working in multicultural environments is an asset.