

# **DRIVER (2 positions)**

**RESOURCES DEPARTMENT**

**SARAJEVO**

**POSITION TITLE:** Driver

**DEPARTMENT:** Resources

**DUTY STATION:** Sarajevo

**CONTRACT TYPE:** National Consultancy (on-call basis)

**GRADE:** 3

## **PURPOSE AND SCOPE OF POSITION:**

Under the supervision of the Head of Logistics Section, the Driver is responsible for, but not necessarily limited to, the following assigned duties:

## **DUTIES AND RESPONSIBILITIES:**

- Perform duties of the Driver under OHR employment conditions;
- Work shift patterns as decided by the transport dispatcher;
- Have a thorough knowledge of OHR vehicles and fully comply with OHR Transport Procedures;
- Understand and fully comply with General Rules for Drivers;
- Undertake the delivery of mail and material;
- Care for and perform basic control maintenance on vehicles as assigned;
- Note and report any vehicle damage or malfunction to the Transport Dispatcher and Head of Logistics;
- Any other transport related task as assigned by the Head of Logistics Section.

## **PROFESSIONAL REQUIREMENTS/QUALIFICATIONS :**

- Completed Secondary Education;
- Minimum of 3 years of work experience in a similar role, preferably in an international environment;
- Well groomed with great sense of discretion and susceptibility to work in diplomatic environment;
- Technical knowledge of professional driving and basic knowledge of vehicle mechanics essential;
- Knowledge of vehicle communications equipment essential;
- Good knowledge of routes all over the country;
- Valid and clean driving license (min. 5 years) essential;
- Experience in driving 4x4 vehicles essential;
- Basic First Aid knowledge;
- Fluency in English;
- Readiness to be available on call with short notice.

**Any person with the above qualifications should provide (in English) a CV with a one-page cover letter and references to the following:**

***Human Resources  
Office of the High Representative  
Emerika Bluma 1, 71000 Sarajevo  
Bosnia and Herzegovina  
E-mail: [application@ohr.int](mailto:application@ohr.int)***

***Reference number: 2021/070, 071  
Closing date for applications: 10 January 2022***

***Only short-listed candidates will be contacted*  
*No telephone inquiries please***