

DRIVER

DUTY STATION: Sarajevo

CONTRACT TYPE: Consultancy (part-time)

GRADE: 3

PURPOSE AND SCOPE OF POSITION

Under the supervision of the Transport operations supervisor, 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 operations supervisor;
- 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 Vehicle Fleet Supervisor;
- Any other transport related task as assigned by the Transport operations supervisor.

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:

**Personnel Department
Office of the High Representative
Emerika Bluma 1, 71000 Sarajevo
Bosnia and Herzegovina
Fax: +387 (0) 33 283 771
application@ohr.int**

E-mail:

**Reference number: 2004/665 must be quoted
Closing date for applications: 10 July 2005**

Only short-listed candidates will be contacted

No telephone inquiries please