Driver

DRIVER

RESOURCES DEPARTMENT

OHR SARAJEVO

DUTY STATION: **Sarajevo**

GRADE: 3

CONTRACT TYPE: National, part-time job (consultancy)

PURPOSE AND SCOPE OF POSITION:

Under the supervision of the Transport 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 as temporary support to the pool of drivers;

· Work shift patterns as decided by the Transport Management Section Supervisors;

· 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 Management Section Supervisors.

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 4×4 vehicles essential.

· Basic First Aid knowledge

· Fluency in English

· Readyness to be available on call with short notice

Any personnel 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 E-mail: application@ohr.int
Reference numbers: 2003/512 must be quoted
Closing date for applications: 22nd January 2004
Only short-listed candidates will be contacted
No telephone inquiries please