

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 4x4 vehicles essential.
- Basic First Aid knowledge
- Fluency in English
- Readiness 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