General Duty Driver – Department of Administration and Finance

PURPOSE AND SCOPE OF THE POSITION

The Transport Section of OHR Sarajevo is currently seeking a qualified candidate for the position of General Duty Driver. He/she will work under the general supervision of the Head of the Administrative Management Division and under the direct supervision of the Transport Operations Supervisor.

DUTIES AND RESPONSIBILITIES

1. Perform duties of General Duty Driver under OHR employment conditions

2. Work shift patterns as decided by the Transport Management Section Supervisors

3. Have a thorough knowledge of OHR vehicles and fully comply with OHR Transport Procedures

1. Understand and fully comply with General Rules for Drivers

1. Undertake the delivery of mail and material

2. Care for and perform basic control maintenance on vehicles as assigned

3. Note and report any vehicle damage or malfunction to the Vehicle Fleet Supervisor

4. Any other transport related task as assigned by the Transport Management Section Supervisors

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS

1. Completed Secondary Education

1. Minimum of 3 years of work experience in a similar role, preferably in an international environment

2. Technical knowledge of professional driving and basic knowledge of vehicle mechanics essential

3. Knowledge of vehicle communications equipment essential

1. Good knowledge of routes all over the country

2. Valid and clean driving licence (min. 3 years) essential

1. Experience in driving 4×4 vehicles essential

1. Basic First Aid knowledge

2. Fluency in English

3. Ability to work with people of various cultural backgrounds and in a team environment

Any personnel with the above qualifications should provide a CV (in English) with a

one-page cover letter and references to:

Personnel Department

OHR Sarajevo

Emerika Bluma 1, 71000 Sarajevo

Fax : +387 (0) 33 283 771 E-mail: application@ohr.int

Please quote Reference No. 868/01

Closing date for applications: October 29, 2001

Only short-listed candidates will be contacted

No telephone enquiries please