

Driver - Gornji Vakuf-Uskoplje Supervisor

PURPOSE AND SCOPE OF POSITION

The Gornji Vakuf – Uskoplje Supervisor is currently seeking a qualified candidate for the position of Office Driver. He/she will work under the supervision of the Gornji Vakuf – Uskoplje Supervisor.

DUTIES AND RESPONSIBILITIES

1. Perform the duties of Driver for the Gornji Vakuf – Uskoplje Supervisor.

1. Undertake the delivery of mail and material in and out of office, to municipal and cantonal offices, and locations as required.

2. Care for and perform basic maintenance for OHR vehicle assigned to the Gornji Vakuf – Uskoplje Supervisor Office.

3. Note and report any vehicle damage or malfunction and arrange for repairs by OHR Sarajevo Transport Unit wherever necessary.

4. Occasional basic interpreting and general office duties as requested.

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS

1. Completed Secondary Education

1. Previous work experience in a similar role and in an international environment would be an advantage

1. Good knowledge of routes all over the country

2. Valid and clean driving licence

1. Experience in driving 4x4 vehicles is 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

1. Willing to work above regular working hours if and when required.

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

OHR Bugojno

Bosanska 46, 70230 Bugojno

Fax : +387 30 251 301 E-mail: application@ohr.int

Please quote Reference No. 509/01