

# **Driver - Special Envoy Office**

## PURPOSE AND SCOPE OF POSITION

The Special Envoy Office in Trebinje is currently seeking a qualified candidate for the position of Driver. He/she will work under the general and direct supervision of the Special Envoy.

## DUTIES AND RESPONSIBILITIES

1. Perform the duties of GS Driver under OHR employment conditions
  
1. Operate under OHR Transport Procedures
  
2. Understand and observe General Rules for Drivers (SOP 001)
  
3. Undertake the delivery of mail and material
  
1. Care for and perform basic control maintenance on vehicles as assigned
  
1. Note and report any vehicle damage or malfunction to the Head Mechanic or other responsible Transport staff in the Regional Office

## 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 4×4 vehicles is essential

1. Basic First Aid knowledge

2. Fluency in English

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](mailto:application@ohr.int)

Please quote Reference No. 1102/01

Closing date for applications: August 20, 2001