DRIVER

DUTY STATION: Sarajevo

CONTRACT TYPE:

Consultancy (part-time)

GRADE:

3

PURPOSE AND SCOPE OF POSITION

Under the supervision of the Transport operations 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;

• Work shift patterns as decided by the Transport operations supervisor;

• 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 operations supervisor.

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;

Readiness to be available on call with short notice.

Any person 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 application@ohr.int

E-mail:

Reference number: 2004/665 must be quoted Closing date for applications: 10 July 2005

Only short-listed candidates will be contacted

No telephone inquiries please