

DRIVER (2 positions)

RESOURCES DEPARTMENT

SARAJEVO

POSITION TITLE: Driver

DEPARTMENT: Resources

DUTY STATION: Sarajevo

CONTRACT TYPE: National Consultancy (on-call basis)

GRADE: 3

PURPOSE AND SCOPE OF POSITION:

Under the supervision of the Head of Logistics Section, 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 dispatcher;
- 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 Transport Dispatcher and Head of Logistics;
- Any other transport related task as assigned by the Head of Logistics Section.

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

***Human Resources
Office of the High Representative
Emerika Bluma 1, 71000 Sarajevo
Bosnia and Herzegovina
E-mail: application@ohr.int***

***Reference number: 2021/070, 071
Closing date for applications: 10 January 2022***

***Only short-listed candidates will be contacted*
*No telephone inquiries please***