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   E-mail: application@ohr.int

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