

GENERAL DUTY DRIVER — RESOURCES DEPARTMENT/TRANSPORT

PURPOSE AND SCOPE OF THE POSITION

The Transport Section of OHR Tuzla is currently seeking a qualified candidate for the position of General Duty Driver. The incumbent will work under the general supervision of the Regional Administration Manager and under the direct supervision of the Head of the Regional Office based in Tuzla.

DUTIES AND RESPONSIBILITIES

- Comply with OHR employment conditions, rules and regulations;
- Have a thorough knowledge of OHR vehicles and fully comply with OHR Transport Procedures;
- Understand and observe General Rules for Drivers (SOP 001);
- Deliver mail and material as required;
- Perform basic control maintenance and take care of vehicles as assigned;
- Note and report any vehicle damage or malfunction to the Vehicle Fleet Supervisor;
- Any other transport related tasks as assigned by the Transport Management Section Supervisors.

PROFESSIONAL REQUIREMENTS / QUALIFICATIONS

- Completed Secondary Education;
- Previous work experience in a similar role, preferably in an international environment would be an advantage;
- 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. 5years) essential;
- Experience in driving 4x4 vehicles essential;
- Basic First Aid knowledge;
- Fluency in English;
- Ability to work with people of various cultural backgrounds and in a team environment.

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

Administration Manager

OHR Brcko

Obiliceva bb, 54000 Brcko

Fax: +387 54 205 560

E-mail: application@ohr.int

Please quote Reference No. 2002/242

Closing date for applications: 27 August 2002

Only short-listed candidates will be contacted

No telephone inquiries please