

## Annex 2. Job Description for Group 5. Driver

### Employer

<b>EU Delegation</b>	<i>The Philippines</i>
<b>Location</b>	<i>30/F Tower 2 RCBC Plaza, 6819 Ayala Avenue, Makati City</i>

### Job description

<b>Group</b>	<i>Local Agent Group 5</i>
<b>e-Del-HRM and Sysper2 references</b>	<i>e-Del-HRM reference number 47831; Sysper reference number 156868</i>
<b>Section in the organisation chart</b>	<i>Driver</i>
<b>Next hierarchical superior (who to report to)</b>	<i>Head of Administration</i>
<b>Working hours</b>	<i>Full time</i>
<b>Working environment/conditions</b>	<i>Multicultural environment</i>
<b>Job objective</b>	<ul style="list-style-type: none"> <li>To serve as a driver for the EU Delegation to the Philippines, while also providing administrative and clerical support.</li> </ul>
<b>Main Tasks</b>	<ul style="list-style-type: none"> <li>Safe transportation: Drive the Delegation staff and visitors safely and in accordance with traffic laws, prioritizing passenger safety and vehicle maintenance.</li> <li>Vehicle maintenance: Clean and maintain assigned vehicles to ensure they remain in good working condition.</li> <li>Vehicle checks: Regularly monitor and control vehicle fluids, including fuel, engine oil, radiator water, brake fluid and power steering fluid.</li> <li>Administrative tasks: Handle car registration formalities and update vehicle documents, including the vehicle logbook. Ensure that all necessary documents, such as vehicle insurance, registration, and driver's license, are up-to-date and compliant with local regulations.</li> <li>Clerical support: Provide tasks such as taking messages, assisting with filing, photocopying, and other office tasks.</li> <li>Logistical support: Deliver messages, mail and diplomatic pouches as required.</li> <li>Custom clearance: Assist with customs clearance procedures when needed, ensuring smooth and efficient processing.</li> <li>Reception duties: When not driving, provide reception coverage, assisting with visitors access.</li> </ul>
<b>Personal skills</b>	<ul style="list-style-type: none"> <li>Teamwork and Collaboration: Ability to work in a multicultural team environment, demonstrating collaborative mindset and strong interpersonal skills.</li> <li>Resilience and Adaptability: Capacity to work effectively and efficiently under pressure, adapting to changing circumstances.</li> <li>Proactivity and Initiative: Strong sense of initiative and self-motivation, with a proactive approach to challenges.</li> <li>Integrity and Discretion: High level of integrity, responsibility and discretion, with the ability to maintain confidentiality and handle sensitive information with professionalism.</li> <li>Driving Expertise: Excellent driving skills, a clean driving record, and thorough knowledge of driving and mechanics.</li> <li>Local knowledge: Good understanding of Manila/Philippines, its traffic regulations, and the location of major buildings, including Embassies, Ministries, International Organizations, and other key landmarks.</li> <li>Flexibility and Availability: Ability to work flexible hours, including evenings and weekends, to support the Delegation's activities and operation.</li> </ul>
<b>Specific physical requirements (if any)</b>	Medically fit to drive

**Job specifications**

	<b>Compulsory minimum requirements</b>	<b>Assets</b>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Valid driving licence</li><li>• Secondary education</li></ul>	<ul style="list-style-type: none"><li>• A diploma in car mechanics</li></ul>
<b>Professional experience</b>	<ul style="list-style-type: none"><li>• Minimum 3 years of work experience in a similar position.</li><li>• Experience in driving a variety of vehicles, including sedans, SUVs, and vans.</li></ul>	<ul style="list-style-type: none"><li>• Previous experience in a diplomatic or international mission</li><li>• Experience in driving an armored vehicle</li></ul>
<b>Knowledge of languages</b>	<ul style="list-style-type: none"><li>• Excellent command of the English language, both oral and written</li><li>• Fluent in Tagalog</li></ul>	<ul style="list-style-type: none"><li>• Working knowledge of another EU official knowledge would be an asset</li></ul>
<b>Knowledge of IT tools</b>	<ul style="list-style-type: none"><li>• Basic computer literacy</li></ul>	