

Position Code	Position Title	
ALS 33	Driver	
Department/Unit	Location	Post Group (Local Staff)
Mission Support Department/ Logistics	Yeghegnadzor	V

The Driver reports to the Transport Officer.

Duties and Responsibilities

- General driving duties, involving light and armoured vehicles (4WD and mini vans);
- To be responsible for the routine upholding of the EUMA-owned or rented vehicle fleet by checking assigned vehicles on a regular basis;
- To carry out the daily first-line vehicle servicing and maintenance;
- To complete the necessary EUMA transportation documentation;
- To strictly comply with drivers/mechanics instructions as issued periodically by the Transport Officer;
- To assist in the distribution of vehicle equipment and supplies throughout the Mission area by complying with the instructions of the Transport Officer;
- To be ready, when requested, and to perform duties in smart attire (black suit, white shirt and tie);
- To deal with information with confidentiality and discretion;
- To Perform any other task as requested by his/her Line Manager.

Qualifications and experience

Eligibility criteria:

- Enjoy full civil rights and do not have criminal record;
- Citizenship of Armenia and/or holding permanent resident and work permits according to Armenian laws;
- Have fulfilled any obligations imposed on him/her by the laws concerning military service;
- Successful completion of a minimum level of Secondary Education attested by a graduation diploma;
- After having obtained the graduation diploma, a minimum of 5 (five) years of proven and full time experience in driving in the private and/or public sector.
- Be in possession of driving license categories B and C, including clean driving history.

Essential criteria:

- Be physically fit to perform the duties relating to the position;
- Professional fluency in English and Armenian languages, both oral and written;
- Excellent communication skills of English and Armenian;
- Outstanding knowledge of Yerevan area and good geographical knowledge of Armenia;
- Solid mechanical skills on vehicles;
- Flexibility in the execution of tasks and ability to work independently.
- Ability to perform under stress and in difficult circumstances;
- Excellent administration and organizational skills;

Additional advantageous assets:

- Professional experience in an EU and/or International environment;
- Experience of working in an intercultural environment, with respect of diversity;
- Fluency in Russian language;

Personality assets:

- Have strong sense of initiative, responsibility and autonomy;
- Ability to build productive and cooperative working relationships with other staff members;
- Ability to work methodically, accurately and with attention to details as well as to tight deadlines;
- Ability to deliver work on time and to agreed standards, even under pressure;
- Used to work on a multitude of activities at the same time and with limited supervision;
- Punctuality, commitment to quality, attention to detail, willingness to work flexible working hours and still deal helpfully and courteously with all contacts.