



Terms of Reference

Driver (Group V)

Department: Admin and Logistic Support	Duty Station: (Syria/Damascus)
Job title: Driver (Group V)	
Supervisory roles, back-up and replacement to be established by the HoO (Head of Office) (cf. updated organisation chart).	
1. Job summary:	
The jobholder drives the office vehicle for transporting authorised personnel and delivery/collection of mail, documents and other items for the DG ECHO office.	
2. Responsibilities & Tasks:	
Within delegated authority, the Driver (Group V) will be responsible for the following tasks:	
Driver Duties <ul style="list-style-type: none">• Drives DG ECHO vehicles upon request and according to the information contained in the logistics board;• Provides reliable and safe driving services by driving office vehicles for the transport of DG ECHO staff, EU officials and visitors and delivery and collection of mail, documents and other items;• Meets EU officials and visitors at the airport and provides support with visa and customs formalities arrangements when required;• Loads / unloads vehicle and ensures security of goods while in the vehicle;• Ensures proper day-to-day maintenance of the assigned vehicle through timely minor repairs, arrangements for and supervision of major repairs, timely changes of oil, checks of tires, brakes and water levels, car washing, etc. so that the vehicle is kept clean and in good running condition at all times;• Ensures availability of all the required documents/supplies including vehicle insurance, vehicle registration, vehicle logs, check list, fuel form office directory, map of the city/country, first aid kit, and necessary spare parts in the assigned vehicle;• Checks the weekly mission's schedule of the vehicle, anticipates needs and reports any changes in vehicle use plan;• Ensures all preparations for field missions (vehicle, equipment, routes, contacts, etc.), under the supervision of the line manager;• Ensures that the steps required by rules and regulations are taken in case of involvement in an accident;• Reports immediately any accident or incident, even minor, to the HoO and RLC (Regional Logistical Coordinator) if applicable.	
Specific tasks for the senior level Driver	



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- Supervises office drivers, monitors the maintenance of Vehicle Daily Logs and Vehicle History Records;
- Maintains all records related to the use of DG ECHO vehicles such as Vehicle Daily Log and Vehicle History Record, and regularly submits them to relevant administration staff;
- Fleet management - Follows-up the maintenance and insurance of the vehicles.

Messenger

- Registers, distributes and archives all the incoming and outgoing mail;
- Gets and delivers mail where needed.

General Administration Support

- Assists office staff in filing, photocopying when required;
- Performs other tasks as assigned by the supervisor;
- Translating and interpreting, as appropriate.

Specific tasks for the senior level Driver

- Assists in the training, briefing and welcoming of newly recruited personnel.

Office specific responsibilities/tasks:

(If/When applicable)

- Undertakes any additional tasks as assigned by the HoO/Regional Office and/or Headquarters.
- Ability to act as a translator when accompanying international personnel.

Other Requirements:

- Ability to Travel outside of Syria.
- A certificate in (AV- AVDD – 4x4 driving) is a plus.
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3. Competencies required:

- Drive for Results: Basic Level
- Conduct in Service: Basic Level
- Working with Others: Medium Level
- Decision-making: N/A
- Managing and Organising Information: Basic Level
- Strategic Thinking and Planning: N/A
- Communication: Basic Level
- Organisational Awareness: Basic Level
- Adaptability and Flexibility: Medium Level



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- Leadership: N/A

The definition of each competency and examples of behaviours expected for each level are listed in annex.

4. Job Requirements:

Education

- Secondary education or equivalent. Must have a valid driver's license.

Knowledge and Experience

- Minimum 5 years of relevant experience driving 4wheel drives, with a safe driving record;
- Specific driving experience in the country and sub-region;
- Basic knowledge of protocol rules and procedures;
- Good communication skills;
- Ability to work in a multicultural environment;
- Knowledge of communication equipment such radio, GPS is an advantage;
- Knowledge of driving rules and regulations and skills in minor vehicle repairs;
- Previous experience in a Governmental or other International Organisation is an advantage;
- Basic computer literacy.

Languages

- A Good knowledge of the English language (verbal & written).
- Fluency in Arabic (Verbal & written).

Disclaimer:

The Authority Authorised to Conclude Contracts (AACC) reserves itself the right to amend the job requirements in line with the local labour market conditions.