



EUROPEAN COMMISSION

DIRECTORATE-GENERAL FOR EUROPEAN CIVIL PROTECTION AND HUMANITARIAN AID OPERATIONS (ECHO)

ECHO Office in Ukraine - Ukraine

VACANCY ANNOUNCEMENT

The European Commission's Directorate-General for European Civil protection and Humanitarian aid Operations (ECHO), funds relief operations for victims of natural disasters and conflicts outside the European Union. For humanitarian aid, the Commission works with about 200 operational partners, including United Nation agencies, the Red Cross/Crescent movement and non-governmental organizations (NGOs). Aid is channeled impartially, straight to victims, regardless of their race, ethnic group, religion, gender, age, nationality or political affiliation.

The ECHO Office in Ukraine is seeking to recruit one national staff to be based in Ukraine-Dnipro for the following position of:

Driver

Reference: Driver 2022-11

The candidates for this position need to demonstrate the following criteria:

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
- Candidate should have driving license "C" or be willing to get it
- 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 Organization is an advantage
- Basic computer literacy.

Job description:

The jobholder drives the office vehicle for transporting authorized personnel and delivery/collection of mail, documents and other items for the DG ECHO office.

Languages:

- Basic knowledge of English language (verbal).
- Good knowledge of Ukrainian language and Russian language (verbal).

This is a **local position** open to nationals and other residents of Ukraine with valid work and residence permits. DG ECHO applies a policy of equal opportunities. Our recruitment policy is based on respect for diversity, maintaining the gender balance, as well as the balance between professional and private life, and support for training and developments opportunities.

The contract is initially for one year with the possibility of renewal subject to a 3 months' probationary period. As an indication, the monthly basic salary is on average approximately **USD 1,513** which corresponds to 5 years' relevant work experience. The salary will be adapted according to the exact duration of relevant professional experience supported by a work certificate. In addition to this, the employee will also receive other allowances and benefits.

Shortlisted candidates will have to bring the full supporting documentation in original with them during the testing or interview stage in addition to references (including contact details of the HR department and the supervisor) that can be consulted by ECHO. At least one of the references has to include a recent employer.

APPLICATIONS MUST BE SUBMITTED VIA EMAIL BELOW:

ECHO-Administration.Kyiv@echofield.eu

Interested candidates **MUST** submit a cover letter, a detailed CV (EUROPASS), academic and employment certificates.

The applications must arrive no later than **13/12/2022 at 23h59 local time Kyiv**. The CV and cover letter must be saved and clearly indicate the reference of the position. (Example : CV_ REF. IEV- Driver-2022-11_NAME and Cover Letter _ REF. IEV- Driver-2022-11_NAME). Only CVs in English will be accepted.

The EUROPASS application and detailed Terms of Reference are available on the EU Delegation's website https://www.eeas.europa.eu/eeas/vacancies_en?f%5B0%5D=vacancy_site%3AUkraine&f%5B1%5D=vacancy_site%3AUkraine&s=232 as of **29/11/2022**. Only short-listed candidates will be contacted. Candidates who have not been contacted by **13/02/2022** should consider that they have not been selected.

ECHO's national staff members observe the NS Code of Conduct as published on https://ec.europa.eu/echo/who/about-echo/field-network_en.

Any processing of your personal data will be done in accordance with the applicable EU legislation (Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data. The privacy statement can be found here: https://ec.europa.eu/echo/system/files/2020-01/privacy_statement_recruitment_ns_final_version.pdf

Any form of canvassing, soliciting or influencing will be treated as grounds for disqualification
