



The European Union Office in Kosovo is looking for:

Driver

Reference: Vacancy EUOK 04-21 ADM

We are

The European Union (EU) is an economic and political partnership between 27 European countries. It plays an important role in international affairs through diplomacy, trade, development aid and working with global organisations. Abroad, the EU is represented through more than 140 diplomatic representations, known also as EU Delegations, which have a similar function to those of an embassy.

The EU Office in Kosovo plays a pivotal role in realising the European agenda in Kosovo with the aim to promote Kosovo's approximation to the European Union.

We offer a position of Driver. The recruited person will be attributed functions depending on the needs of the EU Office in Kosovo. Upon recruitment, the successful candidate will occupy a specific job function as a **Driver** – this job function may be changed in accordance with the needs of the EU Office in Kosovo. Under the supervision of the Head of Administration Section, the Local Agent is responsible for the management and maintenance of cars, EU Office buildings and supplies. Organisation of maintenance of the EU Office car park; driving of the cars according to the requirements of the Office; clerical assistance with the Head of Office's representational obligations; office, administrative and other tasks as required by the hierarchical superiors.

Main tasks

LOGISTIC SUPPORT - Transport of persons, goods and / or documents

- Drive members of the EU Office staff in Kosovo when required by the Office;
- Drive other authorized staff, diplomatic corps visitors and other high-level personalities in Kosovo;
- Transport goods and / or documents;
- Distribute mail and / or other documents within the organization and among other institutions in Pristina;
- Ensure proper maintenance of the official vehicle as needed, including: car wash, maintenance to garage, technical control;
- Ensure that the vehicle is used in accordance with internal rules and regulations.

OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES - Management of the EU Office's logistics

- Assist the Office in the management of the vehicle fleet, arranging servicing and repairs of the EU Office's cars;
- Assist in registration of vehicles and license plates;
- Maintaining a duly log book of the vehicle;
- Assist in the management of the physical assets of the Delegation (offices, residence, accommodations, motor vehicles, furniture, office and housing equipment, IT equipment, etc.);

- Assist in procurement procedures.

OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES - Support to meetings management

- Provide administrative and logistical support for the organisation of internal and external events such as meetings, workshops, conferences and public events;
- Any other tasks as assigned.

The place of employment is the EU Office in Pristina. The post is a group 5 Local Agent post with a basic salary of EUR 816.

We offer a competitive position in an international environment. Benefits, such as medical insurance, are offered to employees and their families under certain conditions.

Selection Criteria

Minimum Requirements:

1. Medically fit to perform the required duties;
2. Enjoys civil rights and permits for employment under local law;
3. A secondary degree with two years of relevant working experience;
4. Valid driving licence B category;
5. Good command of spoken and written English;
6. Fluency in Albanian and/or Serbian;
7. Knowledge of local streets and avenues;
8. Familiarity with the location of major buildings (Embassies, Ministries, International Organisations, etc.);
9. Ability to work in a multicultural team, showing good interpersonal skills;
10. Sense of initiative, organisation, responsibility, punctuality and discretion;
11. Capability to execute tasks in a timely and efficient manner, even when working under pressure while respecting both safety and driving rules and regulations;
12. Fully computer literate;
13. Ability to establish and maintain effective communication with peers and superiors.

The following will be considered an asset:

1. Any additional training relevant to the post (i.e. professional driving training, evasive driving training, safety driving, etc.);
2. Any additional category of driving license (C, D, E, etc.)
3. Knowledge of mechanics;
4. Experience in an international organisation;
5. Knowledge of any other EU language.

How to apply

Please send your application and supporting documents, using the following subject line: "**EUOK 04-21 ADM _ Driver _ (applicant's last name)**" to: DELEGATION-KOSOVO-RECRUITMENT@eeas.europa.eu The package should include a Cover Letter and a detailed the European Curriculum Vitae Format, in English, which can be found at the website of the European Union Office in Kosovo

<http://eeas.europa.eu/delegations/kosovo>

The procedure

After the deadline, applications will be reviewed by a Selection Committee set up for this purpose. The Selection Committee will prepare a short-list of candidates who are considered to be the most suitable for the post on the basis of a preliminary assessment of the information provided in their application letter and the supporting documents. Short-listed candidates will be invited to an assessment phase which may include an interview if necessary – during this phase, the Selection Committee will assess the suitability of the candidates for the post.

The EU Office in Kosovo will not supply additional information or discuss the selection procedure by telephone: please address any queries concerning this procedure to DELEGATION-KOSOVO-RECRUITMENT@eeas.europa.eu

The candidates who have not been short-listed will not be contacted individually; however, the EU Office will announce the completion of the recruitment procedure on its website (<http://eeas.europa.eu/delegations/kosovo>)

The deadline for submission of applications is extended to Monday, 20/09/2021