



VACANCY ANNOUNCEMENT VA No. 008/2015

The Office of the United Nations World Food Programme in Syria is currently seeking a qualified candidate for the following post:

Issuing Date	02 March 2015	Closing Date	16 March 2015
Post Title	Driver	Duty Station	Lattakia
Contract Type	Service Contract	Grade/Level	SC2
Duration	Six Months	Unit	Administration

Duties and Responsibilities:

Within the assigned unit and delegated authority, the incumbent will be responsible for the following duties:

- Provide reliable driving services by using assigned transport means for the transport of authorized WFP staff members, officials and visitors as per authorized routing following UN safety and security rules and regulations. Deliver and collect goods, mail, documents and other items.
- Meet official personnel at the airport and facilitate immigration and customs formalities as required.
- Take care of the day-to-day efficient maintenance of the assigned means of transport; check oil, water, battery, brakes, tires, etc.;
- Perform minor repairs and arrange for other repairs and ensure that vehicle is kept clean and in good running conditions at all times.
- Log official trips, daily mileage, gas consumptions, oil changes, greasing, etc.
- Produce weekly records of mileage travelled and tonnage moved.
- Negotiate liaison and coordinate with local authorities to facilitate vehicle movements in designated areas.
- Check means of transport for mechanical fitness and the security of the cargo, ensuring that cargo are protected against all weather conditions.
- Identify any apparent problems during filed deliveries and report them to the supervisor.
- Take steps required in accordance with the rules and regulations in case of an accident.
- Perform other related duties as required.

Qualifications:

Education: Primary school education; formal drivers training with a valid driver's license and clean driving record.

Experience: At least two years of work experience as a driver; safe driving record.

Language: Fluency in Arabic oral and written communication and intermediate in English.

Knowledge: Knowledge of driving rules and regulations and skills in minor vehicle repairs, knowledge of radio, email, telephone and other applications.

HOW TO APPLY

Applications must be submitted online

Application procedures:

To view the job description and apply to this vacancy please go to:

<http://i-recruitment.wfp.org/vacancies/15-0017511>

- **Step 1:** [Create your online CV](#)
- **Step 2:** Click on "[Apply](#)" to submit your application (please note that you must complete step two in order for your application to be properly submitted).

Only short-listed candidates shall be contacted.

Female candidates are strongly encouraged to apply.