

**DEADLINE:** 17 SEPTEMBER 2025

**TYPE OF CONTRACT/DURATION :** DAILY WORKER CONTRACT

**NO OF REQUIRED EMPLOYEES :** 1

**SALARY:** AS PREMIERE URGENCE INTERNATIONALE (PUI) SYRIA MISSION SALARY SCALE

**BASED:** DAMASCUS

#### **ABOUT PUI IN SYRIA**

The current operational strategy for Premiere Urgence Internationale (PUI) in Syria is to alleviate the human suffering of the Syrian people in Syria by delivering sound, needs-based humanitarian assistance, while promoting a life-sustaining response. PUI's positioning on, shelter, education, livelihoods, and WaSH sectors remain a priority.

Based on ten years of experience conducting humanitarian operations in Syria, supporting Iraqi refugees and lately Syrians affected by the crisis, PUI has played an important role in responding to the needs of the population within nine governorates (Aleppo, Damascus, Rural Damascus, Homs, Hama, Tartous, Latakia & Deraa ) and through the following interventions:

- Rehabilitation of collective and private shelters
- Rehabilitation of infrastructure
- Emergency and Early Recovery WASH interventions
- Education support for conflict-affected populations (remedial classes, school rehabilitation, free exam preparations, summer class activities, community based initiatives and psycho social support),
- Enhancement of the Population of Syria self-reliance through livelihoods (vocational training course, provision of a professional tool kit ((PTK))

#### **RESPONSIBILITIES AND TASKS**

##### **Transportation of persons and equipment:**

- To provide the transport for staff, patients and equipment according to the HD instructions.
- To follow the daily vehicle schedule.
- To Drive carefully and respect the traffic rules and PU security.
- To adapt its speed depending on the circumstances (road conditions, people ...).
- To be responsible for the transportation of persons and must ensure that it is allowed for the person to get in the vehicle.
- To respect PU rules concerning the allowed people to transport.
- To always be reached by Telephone.
- To be ready in case of any emergency plan.
- To ensure the safety of the vehicle.
- To inform the HD in case of any mechanical problem.
- To notify the HD in case of any accident.

##### **Driving:**

- To ensure drive at a speed which is adjusted to the road and weather conditions.

- To drive with consideration for the safety of the passengers, other road users, the load, and the technical state of the vehicle.
- To ensure the wearing of seat belts and ensuring that the passengers in the front seats also wear their seat belts at all times when the vehicle is in motion.
- To place the car keys on the Admin Office whenever the vehicle is parked after daily work.

**Vehicle maintenance:**

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- To perform daily check of the vehicle: (Oil level, Water level...)
- To fulfil the fuel
- To ask the passenger to fill the log book after each trip.
- To ensure all necessary vehicle documents (e.g. insurance, registration documents, etc.) are present in the vehicle and up to date.

**Others**

- To help the log department in some logistic work when it is needed
- Any other work related the logistic and asked by the HD and LO.

**The employee will be expected to**

- Be flexible and adaptable with regards to the implementation of the daily work
- Conduct all duties in a professional manner following PU staff regulation.
- To complete any other task requested by her/his supervisor.

**Confidentiality**

- To ensure confidential information that is dealt with in the course of the administration work (regarding human resource, finance or legal issues) remain within the Administration department only and are not shared within or outside PUI

*The tasks and responsibilities defined in this job description are not exhaustive and can evolve depending on the project needs. The employee could be requested to perform other tasks as his/her Line Manager may judge necessary.*

**REQUIRED SKILLS****➤ Qualifications**

- Valid driving license, sound driving skills and experience.
- Sufficient written and spoken English and/or other languages as required
- Basic servicing and maintenance skills
- Flexibility and willingness to work long hours.
- Attention to details.
- Ability to organize and prioritize work.
- Advanced mechanical skills
- Previous experience in a similar work
- Basic knowledge of MS. Office package especially MS. Word and MS. Excel

**➤ Skills & Qualities**

- Honest and trustworthy
- Communication skills
- Well organised
- Autonomous
- Motivated

- Hard worker
- Neutral

Dear Applicant,

To apply for this Vacancy,  
Please copy below link and fill the PUI Syria application form.

[APPLICATION LINK- DRIVER BASED IN DAMASCUS](#) [رابط تقديم](#)

If the link above dose not work by clicking on it, please copy and paste it in the browser address bar.

APPLICATIONS WILL BE REVIEWED ON A ROLLING BASIS AND POSITION CAN BE CLOSED EARLIER THAN DEADLINE, FOR THIS REASON, INTERESTED CANDIDATES ARE ASKED TO SUBMIT THEIR APPLICATION AS SOON AS POSSIBLE.

**We strongly encourage qualified female candidates to submit applications for the position.**

PUI is an Equal Opportunity Employer that values diversity and fosters a culture of inclusiveness. Applications are encouraged from women, candidates, and people with disabilities