



Vacancy Announcement

Job Description:

Company: International Medical Corps.

Job Title: Driver.

Contract type: Special Service Agreement.

Duty Station: Syria- Damascus Main Office.

Number of Vacancies: 1.

Application Closing Date: June 27, 2026, 4:00 PM.

➤ **JOB SUMMARY :**

The primary responsibility of the Driver is to ensure that International Medical Corps staff or goods movements are performed in a safe and secure manner.

To perform this job successfully, an individual must be able to perform each essential function with or without reasonable accommodation

➤ **MAIN TASKS AND RESPONSIBILITIES:**

- Adhere to the local laws when driving and country legal and or IMC (if more restrictive) speed limitations.
- Perform daily check on assigned vehicle to ensure that it is in good working conditions, prior departure
- Ensure that all assigned communication equipment is always operational
- Responsible for checking that the vehicles are equipped with all necessary items, including first aid kit, emergency food, spare parts, etc., as required.
- Apply all safety and security measures required by International Medical Corps
- Ensure that passengers are respecting safety and security measure during movements
- Ensure that goods transported are safely stored and accompanied by a waybill
- Maintain vehicle logbook with all trip records (signed by relevant passenger) and refueling
- Maintain vehicle clean and appropriately fueled at all time
- Coordinate movement with manager
- Report to management any issue/accident with the vehicle
- Perform basic maintenance when required
- Report to manager when servicing, repairs or maintenance is required
- Report any issues relating to the security of IMC staff or vehicles immediately
- Should be familiar with the local area and planned journey route prior to departure, particularly regarding any security issues. If unfamiliar with the route, it is the responsibility of the driver to request a briefing from the security or logistics referent or another driver who has previously driven that route.
- Ensure the vehicle is always defensively parked (parked backwards, ready to go).

Perform other duties as assigned. The duties and responsibilities listed in this document are representative of the nature and level of work assigned and not necessarily all inclusive.

Required Qualification, Skills, and Experience:

- ✓ Clean and valid driving license required
- ✓ Typically, vocational degree

- ✓ Commitment to and understanding of IMC's aims, values and principles
- ✓ Knowledge of English
- ✓ Relevant qualifications or training courses
- ✓ Basic vehicle maintenance skills
- ✓ Good interpersonal skills
- ✓ Ability to integrate and work well within multi-ethnic and multicultural team
- ✓ Ability to work in harsh conditions, often in remote areas.

❖ **Salary and Benefits:**

- Life Insurance.

❖ **Ethical Conduct at International Medical Corps:**

As part of a global, humanitarian team dedicated to saving lives, easing suffering, and building self-reliance, International Medical Corps staff are responsible for adhering to our Code of Conduct and Ethics and for knowing and abiding by International Medical Corps policies and standards. All staff play a vital role in preventing violations of our Code of Conduct and Ethics, including conflicts of interest, fraud, corruption, and any kind of exploitation or abuse. International Medical Corps is also committed to providing a safe and healthy work environment free of harassment, bullying, and other misconduct, enabling staff to build and maintain professional, respectful working relationships.

International Medical Corps prioritizes safeguarding the populations with whom we work from exploitation, neglect, or abuse of children and adults at risk, and/or any form of trafficking in persons. International Medical Corps is committed to engaging members of crisis-affected communities to participate in meaningful ways in a crisis response, including making informed decisions about the assistance they receive, mitigating potential risks, and holding us accountable for the commitments we make. All staff are expected to support International Medical Corps' culture of accountability toward our stakeholders, particularly the crisis-affected communities and individuals we serve.

As part of International Medical Corps' commitment to a speak-up culture and as one of the primary ways we collectively hold ourselves accountable for complying with the ethical principles and standards of conduct outlined in the Code of Conduct and Ethics, all staff are required to report suspected or actual misconduct or violations of organizational policies. Our Code of Conduct and Ethics and Whistleblower Policy prohibit any form of retaliation against whistleblowers or individuals who report a concern in good faith. Staff who violate these protections may be subject to disciplinary action, up to and including termination of employment or contractual relationship with International Medical Corps.

❖ **About us:**

Humanitarian, nonprofit organization dedicated to saving lives and relieving suffering through health care training and relief and development programs. International Medical Corps is proud to provide equal employment opportunities to all employees and qualified applicants without regard to race, color, religion, sex, sexual orientation, national or ethnic origin, age, disability or status.

International Medical Corps never asks job applicants for a fee, payment, or other monetary transaction.

If you are asked for money in connection with this recruitment, please report to International Medical Corps at the website for reporting misconduct : www.InternationalMedicalCorps.ethicspoint.com

Please do not submit your CV or application to this website; it will not be considered for review.

WOMEN ARE STRONGLY ENCOURAGED TO APPLY.

- **This position is urgently required, and recruitment will be conducted on a rolling basis. Interested candidates are encouraged to apply as soon as possible, as the vacancy may be filled before the closing date.**

To apply for this vacancy please click on the following link and fill in the required information:

[Driver- Syria \(Damascus Main Office\)-DDMO-27062026](#)

Alternatively, scan the following QR code by your mobile camera:

