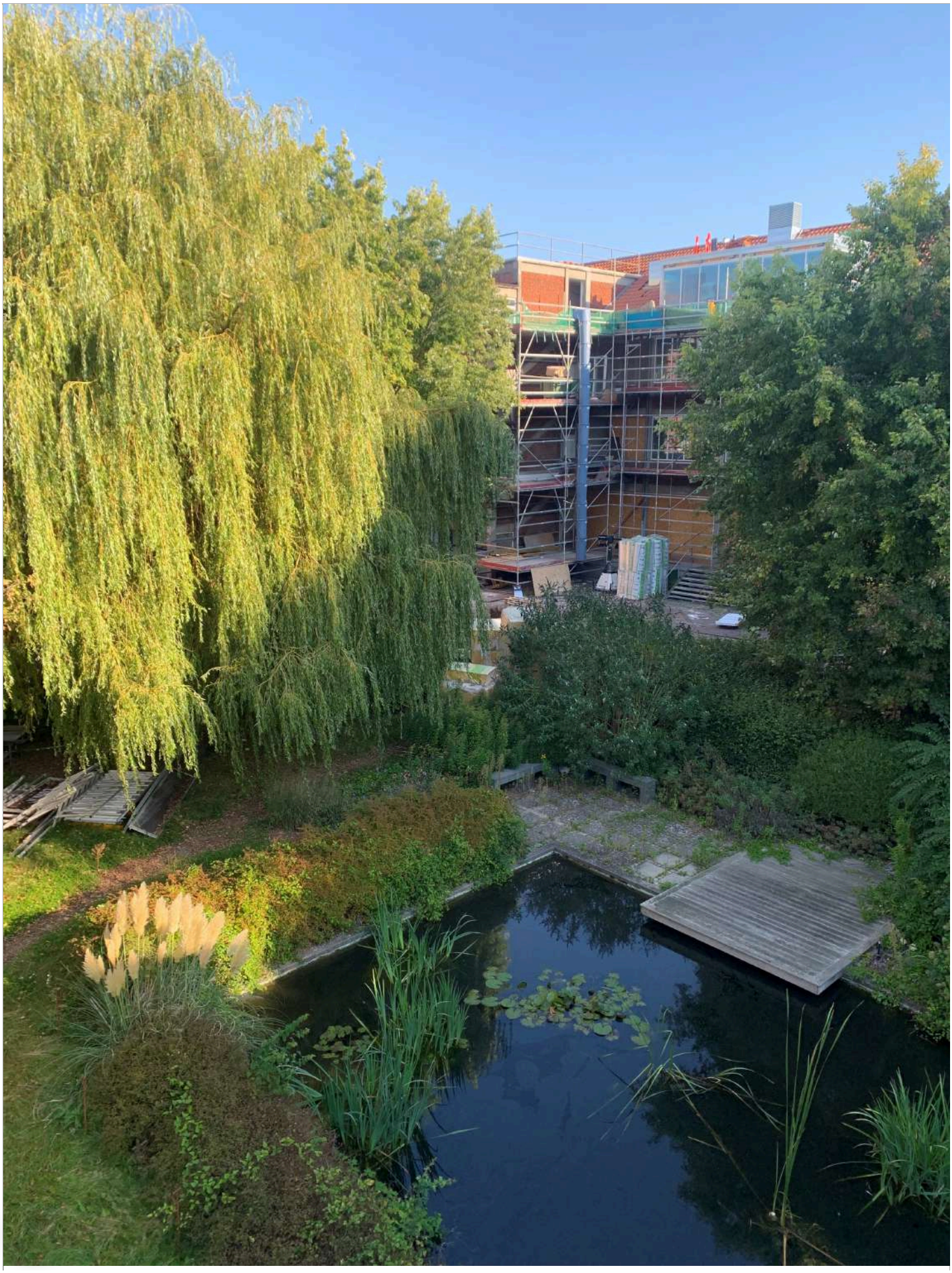


Driver

Who are we?

The Danish Refugee Council assists refugees and internally displaced persons across the globe: we provide emergency aid, fight for their rights, and strengthen their opportunities for a brighter future. We work in conflict-affected areas, along the displacement routes, and in the countries where refugees settle. In cooperation with local communities, we strive for responsible and sustainable solutions. We work toward successful integration and – whenever possible – for the fulfillment of the wish to return home. The Danish Refugee Council was founded in Denmark in 1956 and has since grown to become an international humanitarian organization with more than 7,000 staff and 8,000 volunteers. Our vision is a dignified life for all displaced. All of our efforts are based on our value compass: humanity, respect, independence and neutrality, participation, and honesty and transparency.

DRC Syria

DRC has been operating in Syria since 2008, initially responding to the Iraqi refugee crisis before pivoting to a full-scale response to the Syria crisis from 2011 onwards. Our work encompasses the full cycle of displacement—responding to life-saving humanitarian needs and supporting community recovery until durable solutions can be achieved. DRC Syria takes an area-based approach to supporting internally displaced persons (IDPs), returnees, and host communities across our key sectors: Economic Recovery and Resilience, Protection, WASH, Shelter and Infrastructure, and Humanitarian Disarmament and Peacebuilding (including Humanitarian Mine Action). With an established rapid response mechanism, DRC can rapidly respond to emerging crises and shocks to meet acute emergency needs. Recognizing the significant need for early recovery and resilience programming to ensure dignified, sustainable, and cost-effective solutions for fragile communities, DRC's programmes foster resilience for individuals and communities in situations of protracted displacement and during the initial stages of post-conflict recovery, towards a durable solution of their choice. With active portfolios in the neighboring countries of Jordan, Lebanon, Türkiye and Iraq, DRC offers a cross-border, regional response to the Syria crisis, through cross-border protection monitoring, advocacy, and trends analysis.

Overall purpose of the role:

The Driver provides safe and reliable transportation and logistics support to DRC's Humanitarian Mine Action (HMA) program and support activities in Syria. This includes transporting staff, equipment, and supplies, supporting field movements and daily operations, and ensuring the assigned vehicle is clean, serviceable, and ready for use.

The Driver follows DRC's safety, security, and vehicle procedures, maintains accurate vehicle records, promptly reports faults or incidents, and assists with loading, unloading, and other logistics tasks as required.

Key Responsibilities and Accountabilities:

Transportation and Logistics Support

- Provide safe and reliable transportation for authorized DRC personnel on official duty and transport goods, equipment, and supplies to designated destinations.
- Pick up and drop off passengers as assigned, ensuring the safety of passengers and the security of their belongings.
- Assist with loading and unloading personal belongings, materials, equipment, and cargo, ensuring items are safely secured before departure.
- Support procurement and supply activities by collecting and delivering goods between DRC offices, project locations, suppliers, and other designated sites.
- Collect and distribute mail and correspondence, and assist with minor office moves, including transporting furniture, computers, and other equipment.

Vehicle Care and Readiness

- Conduct daily vehicle checks, including fuel, oil, tires, brakes, lights, and other essential components.
- Keep the vehicle adequately fueled, maintaining at least half a tank and refueling when necessary.
- Keep the assigned vehicle clean, presentable, roadworthy, and ready for use.
- Promptly report maintenance needs and coordinate servicing and repairs through the responsible supervisor.
- Ensure all required vehicle documents are valid and available, including registration, insurance, and vehicle logbooks.
- Check that the first aid kit, spare tire, tools, emergency contact list, relevant maps, and other required equipment are available, functional, and securely stored.
- Conduct physical inspections of DRC-rented vehicles when requested by the responsible supervisor.
- Park the vehicle overnight in the designated official parking area and keep the keys secure.

Records and Reporting

DANISH REFUGEE COUNCIL

Tip a friend
Print

APPLY FOR POSITION

Application due:
11/10/2026

Workplace:
Aleppo

Department/Country:
Syria

Contract type:
National contract

Homepage:
drc.ngo

ABOUT DRC

Founded in 1956, DRC Danish Refugee Council is Denmark's largest, and a leading international NGO. We have continuously been ranked as one of the best NGOs in the world - and are one of the few with a specific expertise in forced displacement. In around 30 countries, we protect, advocate and build sustainable futures for refugees and other displacement-affected people and communities.

- Maintain accurate vehicle logbooks, recording trip details, mileage, fuel use, and required passenger signatures.
- Immediately report accidents, incidents, damage, or mechanical faults to the supervisor and follow DRC's reporting and response procedures.
- Complete and submit vehicle maintenance, accident, and incident documentation accurately and on time.

Safety and Professional Conduct

- Follow national traffic laws, DRC's Code of Conduct, security procedures, and vehicle-use requirements.
- Follow approved movement plans and instructions, including required communication and check-in arrangements.
- Maintain professional, respectful, and responsible conduct toward passengers, colleagues, and community members.
- Perform other related duties assigned by management.

Experience and technical competencies:

- Knowledge of driving rules and regulations and skills in minor vehicle repair.
- Mechanical skills.
- Good knowledge of the road network and traffic rules of Syria
- Excellent communication skills.

Education:

- Secondary school certificate.
- Valid driver's permit/licence.

Languages:

- Arabic
- Good knowledge of the English language (verbal and written)

In this position, you are expected to demonstrate DRC' five core competencies:

- **Striving for excellence**: You focus on reaching results while ensuring an efficient process.
- **Collaborating**: You involve relevant parties and encourage feedback.
- **Taking the lead**: You take ownership and initiative while aiming for innovation.
- **Communicating**: You listen and speak effectively and honestly.
- **Demonstrating integrity**: You act in line with our vision and values.

We offer:

- **Contract length**: 12 Months
- **Salary Level**: J2
- **Location**: Syria – Aleppo
- **Expected Start Date:** As soon as possible

Application process

Interested? Then apply for this position here: Talentech - Driver - Application Form

All applicants must send a cover letter and an updated CV (no longer than four pages) **in English**. Both must be in the same language as this vacancy note. **CV only applications will not be considered.**

Applications close on **10 November 2026**

NOTE: Due to the urgency to fill this position, the applications will be reviewed on a rolling basis.

Need further information? For further information about the Danish Refugee Council, please consult our website www.drc.or

DRC as an employer
By working in DRC, you will be joining a global workforce of around 6000 employees in approximately 30 countries. We pride ourselves on our:

- Professionalism, impact & expertise
- Humanitarian approach & the work we do
- Purpose, meaningfulness & own contribution
- Culture, values & strong leadership
- Fair compensation & continuous development

DRC's capacity to ensure the protection of and assistance to refugees, IDP's and other persons of concern depends on the ability of our staff to uphold and promote the highest standards of ethical and professional conduct in relation DRC's values and Code of Conduct, including safeguarding against sexual exploitation, abuse and harassment. DRC conducts thorough and comprehensive background checks as part of the recruitment process.

If you have questions or are facing problems with the online application process, please visit drc.ngo/jobsupport.

Danish Refugee Council is an equal opportunity employer and we consider all applicants based on individual merit and qualifications, regardless of personal characteristics or attributes. We are committed to increasing the diversity of our workforce, aiming for a 50% balance of men and women in management roles and ensuring that at least 50% of management roles are filled by national staff. We recognize that a diverse and inclusive team is crucial for achieving our organizational goals and making a positive impact on the communities we serve.

About DRC

DRC Dansk Flygtningehjælp

03:07

Apply for position