

# Job Title: Driver SC2 (3 Positions - Hama & Qamishly (Re-advertised))

WFP seeks candidates of the highest integrity and professionalism who share our humanitarian principles.

Selection of staff is made on a competitive basis, and we are committed to promoting diversity and gender balance.

## DEADLINE FOR APPLICATIONS

All applications should be received no later than 30 November 2021.

## ABOUT WFP

The United Nations World Food Programme is the world's largest humanitarian agency fighting hunger worldwide. The mission of WFP is to help the world achieve Zero Hunger in our lifetime. Every day, WFP works worldwide to ensure that no child goes to bed hungry and that the poorest and most vulnerable, particularly women and children, can access the nutritious food they need. In 2020, WFP was awarded the Nobel Peace Prize for its efforts to fight hunger globally, including its work during the coronavirus pandemic. In Syria, WFP provides food assistance to more than 4.6 million people each month. This includes families who require emergency assistance when affected by conflict and displacement and also those who need help to improve their nutrition and food security. WFP supports children across Syria with healthy meals and snacks at school, mothers with nutritious diets, and families and communities with sustainable livelihood projects.

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## CONTRACT TYPE AND DURATION

This position is open to Syrian or Syrian/Palestinian nationals, or holders of a work permit and residency in Syria.

**Contract Type:** Service Contract (SC2)

**Duration:** 12 months

**Duty Station:** 1 Hama, 2 Qamishly,

**Number of required employees:** 3

## ORGANIZATIONAL CONTEXT

The Driver SC2 will work in the Admin Unit and in collaboration with the other units of WFP. This post is based in Multiple locations and follow under the direct supervision of the Administration Officer in Damascus.

## JOB PURPOSE

To provide efficient and safe transportation of authorized personnel and/or commodities.

## KEY ACCOUNTABILITIES (not all-inclusive)

Within delegated authority, the Driver will be responsible for the following duties: (These duties are generic and thus are not all-inclusive nor are all duties carried out by all Drivers)

1. Provide transportation of authorized personnel including translation of basic conversations from/to the local language, and/or delivery of various items/commodities following authorized routing and UN safety and security rules and regulations to ensure safe and efficient services.
2. Meet official personnel and visitors at the airport or other entry points and provide basic assistance with visa and customs formalities to facilitate smooth and safe entry and arrival to the authorised destinations.
3. Responsible for accurate maintenance of the vehicle log books, and daily reporting to the supervisor on mechanical status, to ensure efficient vehicle use and fuel consumption supporting accurate accounting and cost-efficiency.
4. Responsible that the assigned vehicle is kept clean and in a good condition including all equipment, the maintenance is done on time, vehicle is fully equipped with required travel authorisations and supplies, and

any mechanical issues are reported to the supervisor to ensure safe and efficient services.

5. Follow established rules and regulations for field deliveries and/or in cases of an accident, and report immediately to the supervisor on any apparent problems, to seek for instructions and facilitate informative decisions on the way forward.

6. Outside driving duties, perform basic office related tasks such as filing, photocopying and maintaining stores when required including delivery/collection of various items, mailing service and payment of office telephone and other bills to ensure administrative support to clients.

## **STANDARD MINIMUM QUALIFICATIONS**

**Education:** Completion of secondary school education. Formal drivers training with a valid driver's license/certification to operate assigned vehicle following local rules and regulations.

**Experience:** Minimum 1 year of relevant working experience.

**Language:** Fluency (level C) in oral and written communication in Arabic and in English.

## **TERMS AND CONDITIONS**

Please upload your professional CV in English in PDF format making sure to include the following in terms of "Experience":

- Company/Organization name and scope of work of the organization
- Exact Position Title
- Contract type: part-time, full-time, volunteer, consultant, or freelancer
- Start and End date of Employment for each position: From (dd/mm/yyyy) to (dd/mm/yyyy)
- Responsibilities: To mention the main responsibilities that highlight your gained skills and experience
- A proof of your experience will be required in the final stage of recruitment.

Only shortlisted candidates will be invited to the next stage of the selection process.

Candidates must get an auto confirmation email once application is submitted.

## **HOW TO APPLY**

If any of the below links do not work by clicking on it, please copy and paste it in the browser address bar:

**Please ensure that your VPN is connected before clicking on the link below.**

Internal candidates: <https://performancemanager5.successfactors.eu/sf/jobreq?jobId=153744&company=C0000168410P>

External candidates: <https://router.job-listing.wfp.org/sfcareer/jobreqcareer?jobId=153744&company=C0000168410P>

### **Qualified female applicants are especially encouraged to apply**

*WFP has zero tolerance for discrimination and does not discriminate on the basis of HIV/AIDS status.*

*No appointment under any kind of contract will be offered to members of the UN Advisory Committee on Administrative and Budgetary Questions (ACABQ), International Civil Service Commission (ICSC), FAO Finance Committee, WFP External Auditor, WFP Audit Committee, Joint Inspection Unit (JIU) and other similar bodies within the United Nations system with oversight responsibilities over WFP, both during their service and within three years of ceasing that service.*