



UNITED NATIONS WORLD FOOD PROGRAMME

(REF: WFP/TR/2014/SC/50)

DATE OF ISSUE: 8/08/2014

Deadline for applications: 23/08/2014

Job Title: Driver

Contract: Service Contract (SC2)

Duty Station: Kilis. Turkey

Supervision received: The Driver reports to a WFP Officer or, in the Syria Coordinating Unit

Duration: Till 31.12.2014 (extendable)

Accountabilities: Within the delegated authority Driver 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 the vehicle is kept clean and in good running condition at all times;
- Log official trips, daily mileage, gas consumption, oil changes, greasing, etc;
- Produce weekly records of mileage travelled and tonnage moved;
- Negotiate, liaise 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 is protected against all weather conditions;
- Identify any apparent problems during field deliveries and report them to the supervisor;
- Take the steps required in accordance with the rules and regulations in case of an accident;
- Perform other related duties as required.

Minimum 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.

Knowledge:

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

Language:

Fluency in both oral and written communication in Turkish and in English. Knowledge of written and spoken Arabic is preferred.

**We are looking for national candidates for the position.
Preferably candidates who are residing in location or surrounding areas.**

Female candidates are encouraged to apply.

IN ORDER TO APPLY:

Applicants should follow application process below and submit their CV no later than 23th August 2014, 17:30 hours.

Application procedures:

Go to: <http://i-recruitment.wfp.org/vacancies/>14-0015476

Step 1: Create your online CV

Step 2: Click on "Description" to read the position requirements and "Apply" to submit your application.

NOTE: You must complete Step 2 in order for your application to be considered for this vacancy

Only short - listed candidates will be contacted.