

Driver Damascus, Syria

We are looking for a highly qualified individual to fill-in the vacancy of Driver to work in Damascus under employment contract.

Who are we?

DRC has been working in the MENA region since 2003 and is currently one of the few international organizations registered and operating legally in the countries of Iraq, Syria, Lebanon, Turkey, Libya and Jordan. Since 2013, DRC has been operating as the largest INGO responding to the Syrian crisis in Syria and Lebanon and has assisted over 1 million refugees and IDPs a year. DRC has been actively operating in Syria since 2008, mainly supporting refugees. In June 2012, DRC was authorized by the Syrian Ministry of Foreign Affairs (MoFA) to expand its humanitarian efforts and provide assistance to IDPs and the vulnerable resident population countrywide. Since then, DRC activities have been focused on NFI distributions, Shelter, WASH, Protection, Education, Livelihood and Mine Risk Education in six Governorates (Damascus, Rural Damascus, Dara'a, Aleppo, Hama, and Homs).

About the job

Driver is responsible for providing logistics support to DRC activities (Program and Support)

Duties and Responsibilities

- Driving office vehicles for the transport of authorized personnel and delivery and collection of mail, documents and other items.
- Meeting official personnel and visitors at the Syrian border
- Ensures proper day-to-day maintenance of the assigned vehicle through timely minor repairs, arrangements for major repairs, timely changes of oil, check of tires, brakes, car washing, etc.
- Ensures availability of all the required documents/supplies including vehicle insurance, vehicle logs, office directory, map of the city/country, first aid kit, and necessary spare parts.
- Ensures that all immediate actions required by rules and regulations are taken in case of involvement in accidents.
- All necessary reports are completed in connection with any accident and the incumbent must report this situation to the supervisor immediately.
- Assist in minor office moves which will include moving pieces of office furniture and PCs as and when required.
- Sorting and distribution of mail as required.

- Performs other related duties as assigned.

About you

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.

To be successful in this role you must have:

- Ability to communicate in English
- 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
- Three years' experience in the same field (preferably with INGOs or UN Agencies)

We offer

DRC will offer the successful applicant a six month contract, renewable dependent on both funding and performance. Salary and conditions will be in accordance with Danish Refugee Council's Terms of Employment for National Staff for the Driver level.

Application process

Interested? Then apply for this position by sending your CV to job@drcsyria.dk no later than January 24th 2017 and make sure to indicate the vacancy title in the email subject line.