



Driver (SC2) (Homs, Lattakia, and Deir Ezzor) - OA009-2024

[Apply](#)

-  Fully Present
-  Homs, Syria, The Arab Republic
Lattakia, Syria, The Arab Republic
Deir-ez-Zor, Syria, The Arab Republic
-  Full time
-  Posted 2 Days Ago
-  JR102128

DEADLINE FOR APPLICATIONS

6 August 2024-23:59-GMT+03:00 Eastern European Time (Damascus)

WFP celebrates and embraces diversity. It is committed to the principle of equal employment opportunity for all its employees and encourages qualified candidates to apply irrespective of race, colour, national origin, ethnic or social background, genetic information, gender, gender identity and/or expression, sexual orientation, religion or belief, HIV status or disability.

Are you interested in further developing your professional experience while contributing to ending global hunger? Are you passionate about helping those in need? Would you like to join a global organization investing in its people?

If so, an exciting & fulfilling career awaits you!!! Join our diverse and passionate team that works on varied and international projects directly contributing to saving & changing millions of lives around the globe.

ABOUT WFP

The United Nations World Food Programme (WFP), a highly prestigious, reputable & world's largest humanitarian organization, saving lives in emergencies and using food assistance to build a pathway to peace, stability and prosperity for people recovering from conflict, disasters and the impact of climate change.

At WFP, people are at the heart of everything we do and the vision of the future WFP workforce is one of diverse, committed, skilled, and high performing teams, selected on merit, operating in a healthy and inclusive work

environment, living WFP's values (Integrity, Collaboration, Commitment, Humanity, and Inclusion) and working with partners to save and change the lives of those WFP serves.

To learn more about WFP, visit our website: <https://www.wfp.org> and follow us on social media to keep up with our latest news: [YouTube](#), [LinkedIn](#), [Instagram](#), [Facebook](#), [Twitter](#).

WHY JOIN WFP?

- WFP is a 2020 Nobel Peace Prize Laureate.
- WFP offers a highly inclusive, diverse, and multicultural working environment.
- WFP invests in the personal & professional development of its employees through a range of training, accreditation, coaching, mentorship, and other programs as well as through internal mobility opportunities.
- A career path in WFP provides an exciting opportunity to work across the various country, regional and global offices around the world, and with passionate colleagues who work tirelessly to ensure that effective humanitarian assistance reaches millions of people across the globe.
- We offer an attractive compensation package (please refer to the **Terms and Conditions** section of this vacancy announcement).

Organizational Context and Role

The job holder is dedicated to support Syria Office, Homs, Lattakia, and Deir Ezzor Duty Stations and to overall WFP country operations as needed. The post is under the Management Services Unit (Administration), and the job holder drives light vehicles (soft skin and armored vehicles).

Supervision received

This post is based in Homs, Lattakia, and Deir Ezzor and works under the direct supervision of Management Services Unit within Syria office and overall responsibility of head of Field Offices.

Job Purpose

To provide safe and efficient driving services and transportation of authorized personnel and/or commodities for official purposes and other duties associated with the driving of WFP vehicles.

Contract Details

Contract Type: Service term Contract

Duration: 12 months

Duty Station: 3x Homs, 1x Lattakia, 1x Deir Ezzor

Number of required employees: 5

Accountabilities and Key Responsibilities (not all-inclusive, nor exhaustive):

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 authorized 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 authorizations 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 services and payments of bills to ensure administrative support to clients.
7. The driver may liaise with the Senior Driver/Head of drivers and Fleet in the Country Office when the driving services and load is limited in his/her area of operation and/or designated duty station.
8. The driver will liaise, directly, with the the Senior Driver/Head of drivers and Fleet in the Country Office on fuel requests and vehicle's maintenance and spare parts if required (whether for regular/scheduled maintenance period or for ad-hoc emerging maintenance needs and requirements).
9. Monitor and record the monthly fuel consumption to be within the established acceptable parameters for the Syria Country Office vehicle been driven using Mobile Fuel Application Tool.
10. Keep the Vehicle in a clean, neat and tidy condition.
11. Prechecks the vehicle on daily basis using daily checklist, and record all trips in the vehicle logbook using mobile application or the tool in place.
12. Conduct all trips as per the pre-booking mobility services requests submitted on the UN Booking HUB and/or mission plan/schedule.
13. Perform such other duties as might be assigned.

Standard Minimum Academic Qualification

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

- Two or more years of work experience as a Driver, preferably in an international organization, embassy or UN system with a demonstrated safe driving record.
- Experience in driving a variety of makes and models of vehicles, including vans, trucks and other kinds of motorized vehicles is preferable. Experience in defensive driving is desirable.

Knowledge & Skills

- Knowledge of driving rules and regulations, driving protocol and courtesies, local roads/waterways and conditions, and security issues.
- Knowledge of the vehicle loading capacity and other parameters.
- Knowledge of driving operating rules and regulations whichever is applicable.
- Knowledge of safety standards and safety equipment (e.g. fire extinguishers, buoyant wearable safety devices, etc.).
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Basic skills to assist in case of emergency, knowledge of first aid basic methods.
- Knowledge and ability to use radio, email, telephone, mobile related applications and other tools.
- Ability to assess vehicles and identify issues for mechanical fitness and skills in minor vehicle repairs.
- Ability to demonstrate a client-oriented approach, high sense of responsibility, courtesy and tact.

Language

Fluency (Level C) in both oral and written communication in Arabic and basic English is required.

WFP LEADERSHIP FRAMEWORK

WFP Leadership Framework guides to the common standards of behavior that guide HOW we work together to accomplish our mission.

[Click here to access WFP Leadership Framework](#)

REASONABLE ACCOMMODATION

WFP is dedicated to fostering diversity, equity, and inclusion. Our recruitment process is inclusively crafted to welcome candidates of all backgrounds, celebrating diversity and ensuring a respectful environment for all. We aim for an accessible and fair recruitment journey. Should you need any reasonable accommodations or have accessibility concerns, please reach out to us confidentially at global.inclusion@wfp.org. Our DEI team is here to ensure your full participation in our recruitment process.

NO FEE DISCLAIMER

The United Nations does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Should you receive a solicitation for the payment of a fee, please disregard it. Furthermore, please note that emblems, logos, names and addresses are easily copied and reproduced. Therefore, you are advised to apply particular care when submitting personal information on the web.

REMINDERS BEFORE YOU SUBMIT YOUR APPLICATION

- We strongly recommend that your profile is accurate, complete, and includes your employment records, academic qualifications, language skills and UN Grade (if applicable).
- Once your profile is completed, please apply, and submit your application.
- Please make sure you upload your professional CV in the English language
- Kindly note the only documents you will need to submit at this time are your CV and Cover Letter
- Additional documents such as passport, recommendation letters, academic certificates, etc. may potentially be requested at a future time
- Please contact us at wfprecruitment@wfp.org in case you face any challenges with submitting your application
- Only shortlisted candidates will be notified

All employment decisions are made on the basis of organizational needs, job requirements, merit, and individual qualifications. WFP is committed to providing an inclusive work environment free of sexual exploitation and abuse, all forms of discrimination, any kind of harassment, sexual harassment, and abuse of authority. Therefore, all selected candidates will undergo rigorous reference and background checks.

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.

Welcome to our new recruitment platform!

If you used to have an account on our previous platform, please note that you will need to create a new account for future applications. However, this change will not affect any ongoing recruitment processes.

Working with WFP



Our greatest strength is the people working around the world providing access to nutritious food and promoting lasting solutions to those we serve. WFP provides its staff with meaningful and impactful careers, continuous learning and training, and a multicultural and stimulating work environment.