



EUROPEAN UNION

DELEGATION TO BOSNIA AND HERZEGOVINA

The European Union Delegation to Bosnia and Herzegovina is looking for: Driver

We are

The European Union (EU) is an economic and political partnership between 28 European countries. It plays an important role in international affairs through diplomacy, trade, development aid and working with global organisations. Abroad, the EU is represented through more than 140 diplomatic representations, known also as EU Delegations, which have a similar function to those of an embassy.

We offer

We offer a post of **Driver**. Under this post, the recruited person will be attributed functions depending on the needs of the Delegation. Upon recruitment, the successful candidate will occupy a specific job function as Driver – this job function may be changed in accordance with the needs of the Delegation. Under this job function the successful candidate will serve as technical and support staff to provide logistical support under the supervision and responsibility of the relevant head of section.

Detailed Job description of Driver is enclosed.

The place of employment is Sarajevo. This is Local Agent post, classified in the functional group 5, with unlimited duration (including probationary period).

We offer a competitive position in an international environment. Benefits, such as additional pension scheme and medical insurance, are offered to employees and their families under certain conditions.

Selection Criteria

Minimum Requirements:

- Medically fit to perform the required duties;
- Enjoys civil rights and permits for employment under local law;
- Has a satisfactory knowledge of English language;
- Secondary education;
- 3rd vocational degree: Driver of Motor Vehicle;
- Valid driving licence B and C category;
- Minimum 5 years of job related experience;
- Good knowledge of traffic laws and first aid practices;
- Knowledge of car mechanics.

The following will be considered an asset:

- Diploma in a technical field;
- Having attended safe driving training;
- Valid driving licence D category;
- Previous experience in a diplomatic mission /international organisation

How to apply

Please send your application and supporting documents to delegation-bih-recruitment@eeas.europa.eu with subject “Application Ref. No 001/19”. The package should include a cover letter and a detailed CV in English using the Europass CV format (available on our website <http://www.europa.ba>).

The Delegation will not supply additional information or discuss the selection procedure by telephone: please address any queries concerning this procedure to delegation-bih-recruitment@eeas.europa.eu.

The procedure

After the deadline for applications, the applications will be reviewed by a Selection Committee set up for this purpose. The Selection Committee will prepare a short-list of candidates who are considered to be the most suitable for the post on the basis of a preliminary assessment of the information provided in their application letter and the supporting documents. The short-listed candidates will be invited to an assessment phase which may include an interview and a driving test if necessary – during this phase the Selection Committee will assess the suitability of the candidates for the post.

The candidates who have not been short-listed will not be contacted individually; however, the Delegation will publish on the website <http://www.europa.ba> that a candidate has (or has not) been recruited once the recruitment procedure has been completed.

The deadline for applications is: 20 March 2019.

**Job Description for Driver**

job function and job description may be changed in accordance with the needs of the Delegation

Employer

EU Delegation	Bosnia and Herzegovina
Location	Skenderija 3a, 71000 Sarajevo

Job description

Group	5
e-Del-HRM and Sysper2 references	e-Del-HRM 47939, Sysper2 157022
Section in the organisation chart	administration section
Next hierarchical superior (who to report to)	reporting to the Head of Administration and / or Administrative Assistant
Working hours	full time
Working environment/conditions	multicultural environment, missions
Job objective	Under the responsibility of the Head of Administration and / or Administrative Assistant provides logistical support to the Delegation.
Main Tasks	<ul style="list-style-type: none">• Provide assistance to HoA in all aspects of the supporting the EUD staff by providing transport and performing administrative tasks.• Driving, transportation of persons and maintenance of vehicle• Driving services for EU Delegation and officials, local staff and members of EU missions.• Messenger services.• In contact with the Administration and the Section secretaries, take information and arrangement on daily driving duties.• Carry out payments and other services needing transportation.• In coordination with the Administration section, take care of Delegation vehicles.• Keep the logbook and overtime forms updated and signed.• Regularly maintain and verify the proper service car conditions• To execute the role of a driver in the IT application DRIVER.• Driving a duty motor vehicle on general assignments, in all weather conditions within the country and to neighbouring countries on official missions, to transport Delegation staff and visiting personnel.• Professional representing the Delegation and the EEAS/EC through responsible driving and wearing the approved uniform.• Being responsible for the day-to-day maintenance of the assigned vehicle, checking oil, water, battery, tyres, etc.• Maintaining of proper appearance of vehicles inside of all times and outside when conditions permits.• Performing minor servicing.• Installing and removing tyre chains as required by weather conditions.• Reporting defects and repairs needed to vehicles.• Completing log books and records detailing official trips, daily mileages, petrol consumption, oil changes, etc.• Assisting in the completion of customs formalities, registering and de-registering, etc of EUD vehicles.• Completing of accident reports when required.• Receiving official visitors at the airport, clearly identifying themselves as representing the Delegation/EEAS/EC and facilitating the immigration and customs formalities.• Performing other reasonable duties apparent or assigned to him/her by the Head of Administration or Administrative Assistant.• Comply with VM notes and official instructions regarding the Delegation car park.

Personal skills	<ul style="list-style-type: none"> • Good interpersonal skills; • Ability to maintain simple records. • Flexibility (openness towards new demands, new technologies, new cultures, etc.). • Demonstrate good interpersonal skills and able to work in a multi ethnical / cultural environment; • Physical ability to lift and carry materials and light equipment; • Must be available for around-the-clock emergency service needs and must be able to be away from home for extended periods of time.
Specific physical requirements (if any)	long term driving, occasionally carrying loads

Job specifications

	Compulsory requirement	Asset
Qualifications	Secondary education 3 rd vocational degree: Driver of Motor Vehicle Valid driving licence B and C category	Diploma in a technical field Having attended safe driving training Valid driving licence D category
Professional experience	Minimum 5 years of experience as driver providing logistical/technical support	Previous experience in a diplomatic mission /international organisation
Knowledge of languages	Good command of English and local languages	
Special knowledge	Good knowledge of traffic laws and first aid practices Knowledge of car mechanics	