



**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.

The detailed Job description of Driver is enclosed.

The place of employment is Sarajevo. This is a Local Agent post, classified in the function 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 good command of English and local languages;
- Secondary education;
- 3rd vocational degree: Driver of Motor Vehicle;
- Valid driving licence B and C category;
- Minimum 5 years of experience as driver providing logistical/technical support;
- 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](mailto:delegation-bih-recruitment@eeas.europa.eu) with subject “Application Ref. No 001a/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](mailto: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 a written test, 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:** 31 October 2019.



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### **Job Description for Driver**

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

#### **Employer**

|                      |                               |
|----------------------|-------------------------------|
| <b>EU Delegation</b> | Bosnia and Herzegovina        |
| <b>Location</b>      | Skenderija 3a, 71000 Sarajevo |

#### **Job description**

|  |   |
|--|---|
| <b>Group</b>   | 5   |
| <b>e-Del-HRM and Sysper2 references</b>              | e-Del-HRM 47939, Sysper2 157022   |
| <b>Section in the organisation chart</b>             | Administration Section  |
| <b>Next hierarchical superior (who to report to)</b> | reporting to the Head of Administration and / or Administrative Assistant   |
| <b>Working hours</b>                                 | full time   |
| <b>Working environment/conditions</b>                | multicultural environment, missions   |
| <b>Job objective</b>                                 | Under the responsibility of the Head of Administration and / or Administrative Assistant to provide logistical support to the Delegation.   |
| <b>Main Tasks</b>                                    | <p><b>Driving services</b></p> <ul style="list-style-type: none"><li>• Driving services for the EU Delegation;</li><li>• Responsibly driving a duty motor vehicle on assignments, in all weather conditions within the country and to neighbouring countries on official missions, to transport Delegation staff, visiting personnel and property;</li><li>• In coordination with the Administration, collecting information and arranging daily driving duties;</li><li>• Completing log books and records detailing official trips, daily mileages, petrol consumption, oil changes, etc.</li></ul> <p><b>Maintenance services</b></p> <ul style="list-style-type: none"><li>• Responsible for the day-to-day control and maintenance of the assigned vehicle, checking oil, water, battery, tyres, etc.;</li><li>• Maintaining proper and clean appearance of vehicles inside at all times and outside when conditions permits;</li><li>• Performing minor servicing;</li><li>• Installing and removing tyre chains as required by weather conditions;</li><li>• Reporting defects and repairs needed to the vehicles.</li></ul> <p><b>Other</b></p> <ul style="list-style-type: none"><li>• Messenger services;</li><li>• Purchases, payments and other similar services;</li><li>• Using, in a driver role, an appropriate IT application for drivers and vehicles management;</li><li>• Wearing the approved uniforms;</li><li>• Assisting in the completion of customs formalities, registering and de-registering, etc. of EUD vehicles;</li><li>• Preparing accident reports when required;</li><li>• Receiving official visitors at the airport, clearly identifying themselves as representing the Delegation/EEAS/EC and facilitating the administrative formalities;</li><li>• Complying with the official instructions regarding the EUD drivers work and attitude and car park;</li><li>• "Within the framework of the Staff Regulation, to carry out tasks linked to the job description as instructed by his/her superior(s)."</li></ul> |

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

### Job specifications

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