**VACANCIES AND JOB DESCRIPTIONS**

| Department/Office/Component | Unit/Team | Region | Pos. Ref. | Position Title | Vacancies |
|---|---|---|---|---|---|
| Head of Mission's Office | Head of Mission's Office | Pristina | EKLS 60002 | Driver | 1 |

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|---|---|
| Position Number: | EKLS 60002 |
| **Position Title**: | **Driver** |
| Location: | Pristina |
| Department/Unit: | Head of Mission's Office |
| Position group: | 5 |

**1. Reporting Line/ Line Management:**
The Driver reports to the Head of Head of Mission Office.

**2. Main Tasks and Responsibilities:**
- General driving duties as required, involving light vehicles (4WD and mini vans);
- Responsible for the routine maintenance of vehicles assigned to the Office of the HoM on a regular basis;
- Ensure that the logbook of the vehicle is accurately maintained;
- Carry out the daily first line vehicle servicing and maintenance;
- Maintain files and all relevant transport administrative forms;
- Implement all mechanics/drivers' instructions as issued periodically by the Chief of Transport;
- VIP driving (occasional requirement and in presence of Personal Protection staff);
- To assist in the distribution of equipment and supplies throughout the Mission area by complying with the instructions of the chain of command;
- To perform any other work-related duties as required by the line manager(s).

**3. Required Qualifications and Experience:**
- Successful completion of secondary education attested by a diploma, and a minimum of 5 years of relevant and proven full-time professional experience, after having completed the secondary education requirements. Possession of driving license (B category). Demonstrable basic skills in vehicle mechanics and maintenance;
- Proven track record of safe driving, and solid understanding of road safety requirements;
- Good spoken and written command of English language.;

**4. Required Competencies:**
- Basic computer skills in MS Office applications.
- Culturally sensitive with a strong ability to work in diverse environments while upholding impartiality and respect for different backgrounds and perspectives.
- Strong time management skills and strong work ethic, dedicated to maintaining quality and performance standards.
- Strong interpersonal and communication skills with the capacity to engage effectively in multi-cultural and multi-ethnic environments.

**5. Desirable Qualifications & Experiences**
- Working experience in international organisations.

**6. Remuneration and Benefits:**

- The position is classified in Grade 5 which according to the current salary grid starts from 1,203 €, depending on the incumbent's relevant work experience, the amount may increase.
- 13th salary.
- Health insurance paid by the Mission.
- The aforementioned remuneration is subject to taxes and pension fund contribution.