



EUROPEAN COMMISSION

DIRECTORATE-GENERAL FOR EUROPEAN CIVIL PROTECTION AND HUMANITARIAN AID
OPERATIONS - ECHO
Khartoum/Sudan Office

DRIVER

To join its Khartoum Office in Sudan

The European Commission's Directorate General for European Civil Protection and Humanitarian Aid Operations (DG ECHO) funds relief operations for victims of natural disasters and conflicts outside the European Union. For humanitarian aid, the Commission works with about 200 operational partners, including United Nations agencies, the Red Cross/Crescent movement and non-governmental organizations (NGOs). Humanitarian Aid is channelled impartially, straight to victims, regardless of their race, ethnic group, religion, gender, age, nationality or political affiliation.

DG ECHO is recruiting **one** National Staff to be based in **Khartoum** as a **Driver**.

1. Duties & Responsibilities

Under the direct supervision of the Administration Logistics and Finance Assistant, the driver will be responsible for the following main tasks: -

- Drives DG ECHO vehicles upon request and according to the information contained in the logistics board;
- Provides reliable and safe driving services by driving office vehicles for the transport of ECHO staff, EU officials and visitors and delivery and collection of mail, documents and other items;
- Meets EU officials and visitors at the airport and provides support with visa and customs formalities arrangements when required;
- Loads / unloads vehicle and ensures security of goods while in the vehicle;
- Ensures proper day-to-day maintenance of the assigned vehicle through timely minor repairs, arrangements for and supervision of major repairs, timely changes of oil, checks of tires, brakes and water levels, car washing, etc. so that the vehicle is kept clean and in good running condition at all times;
- Ensures availability of all the required documents/supplies including vehicle insurance, vehicle registration, vehicle logs, check list, fuel form office directory, map of the city/country, first aid kit, and necessary spare parts in the assigned vehicle;
- Checks the weekly mission's schedule of the vehicle, anticipates needs and reports any changes in vehicle use plan;
- Ensures all preparations for field missions (vehicle, equipment, routes, contacts, etc.), under the supervision of the line manager;
- Gets and delivers mail where needed;
- Translates and interprets, as appropriate.

A detailed Terms of references (including competencies) are available at https://eeas.europa.eu/delegations/sudan_en

2. Required Qualifications

- Completion of Secondary School Education or Equivalent,
- Must have a valid drivers license.

3. Required Skills

- Minimum 5 years of relevant experience driving 4wheel drives, with a clean driving record,
- Professional driving training qualification is an advantage,
- Excellent knowledge of the road systems of Khartoum, knowledge of other town is an advantage,
- Basic knowledge of protocol rules and procedures,
- Good communication skills. Fluency in English (verbal), basic written level. Fluency in Arabic (verbal & written),
- Ability to work in a multicultural environment,
- Knowledge of communication equipment such as HF/VHF radio, GPS is an advantage,
- Knowledge of driving rules and regulations and skills in minor vehicle repairs,
- Previous experience in a Governmental or other International Organisation is an advantage,



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- Basic computer literacy in Outlook (e-mail use,) MS Word, Excel is an advantage.
- Ability to identify user's needs with a high sense of discretion and confidentiality,
- Ability and flexibility to be able to travel throughout the region.

4. How to apply

Applications in English including a cover letter, a detailed CV, a copy of education certificate, valid driver's license and a copy of relevant employment certificates should be sent to <http://uhired.me/job/421> until **02/06/2021**. The vacancy reference "**REF: Driver-KRT**" must be clearly indicated in the subject line. This position is open to nationals and other residents of Sudan with a valid work and residence permits.

Only the short-listed candidates will be contacted. Candidates who will not have been contacted by 30/06/2021 should consider that they have not been selected. Any form of canvassing, soliciting or influencing will be treated as grounds for disqualification.

For information, the employment conditions that could be proposed include an initial contract of one year with the possibility of renewal subject to a 3 months' probationary period and after positive annual evaluation. As an indication, the monthly basic salary is approximately EUR 650 (subject to local tax law) which corresponds to 5 years relevant work experience (minimum step 6). The salary will be adapted according to the exact duration of relevant professional experience supported by a work certificate. In addition to this, the employee will also receive disability/retirement allowance, 13th month salary as well as a medical coverage.

ECHO employees observe the National Staff code of Conduct which is available on the link:
https://ec.europa.eu/echo/sites/echo-site/files/code_of_conduct_for_national_staff.pdf

DG ECHO applies a policy of equal opportunities. Our recruitment policy is based on respect for diversity, maintaining the gender balance, as well as the balance between professional and private life, and support for training and developments opportunities.

"Any processing of your personal data will be done in accordance with the applicable EU legislation (Regulation (EU)2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data." The privacy statement can be found on ECHO website. https://ec.europa.eu/echo/sites/echo-site/files/privacy_statement_recruitment_ns_final_version.pdf