

Job family :	Logistics	Duty Station:	(Pakistan/Islamabad)
Job category:	Driver (Group V)		
Line manager	Logistician	Supervision exercised:	none
Back-up	Driver	Replacement :	Driver

1. Job summary:

The job holder drives the office vehicle for transporting authorised personnel and delivery/collection of authorised mail, documents and other items for the ECHO office.

2. Responsibilities & Tasks:

Within delegated authority, the Driver (Group V) will be responsible for the following tasks:

Driver Duties

- Drives ECHO vehicles as assigned by the administration unit;
- Provides reliable and safe driving services to the ECHO office; this constitutes both the transportation of authorized passengers as well as administrative duties (delivery and collection of authorized mail, documents and other items);
- Meets EU officials and visitors at the airport and provides support with visa and customs formalities arrangement when required;
- Loads / unloads vehicle and ensures security of goods while in the vehicle;
- Ensures, in line with the vehicle logbook, proper day-to-day maintenance of the assigned vehicle through timely minor repairs, arrangements for and supervision of major repairs, timely changes of oil, check of tires, brakes and water levels, car washing, etc. so that the vehicle is kept clean inside and outside and in good running condition at all times;
- Ensures the completeness of all the required documents/supplies on board such as vehicle insurance, vehicle registration, vehicle logs, check list, fuel form office directory, map of the city/country, first aid kit, and necessary tools and spare parts in the assigned vehicle;
- Checks the weekly movements' 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;
- Ensures that the steps required by rules and regulations are taken in case of involvement in an accident;
- Reports immediately any accident or incident, even minor, to the HoO and AC if applicable;
- Maintains ECHO's reputation through careful and respectful road behavior.

Specific tasks for the Driver:

- Maintains all records related to the use of ECHO vehicles such as Vehicle Daily Log and Vehicle History Record, and regularly submits them to relevant administration staff;
- Fleet management - Follows-up the maintenance and insurance of the vehicles.

Messenger

- Collects and delivers authorized mail when so assigned by the administration unit.

General Administration Support

- Assists office staff in preparing and packing diplomatic pouches when required;

- Performs other tasks as assigned by the supervisor;
- Translating and interpreting, as appropriate.

Specific tasks for the Driver:

- Assists in the training, briefing and welcoming of newly recruited personnel;

Office specific responsibilities/tasks:

(If/When applicable)

- Undertakes any additional tasks as assigned by the Head of Office/RSO and/or Headquarters.

3. Competencies required:

- Drive for Results - Basic Level
- Conduct in Service - Basic Level
- Working with Others - Medium level
- Managing and Organising Information - Basic Level
- Communication - Basic Level
- Organisational Awareness - Basic Level
- Adaptability and Flexibility - Medium level

The definition of each competency and examples of behaviours expected for each level are listed in annex.

4. Job Requirements:

Education:

- Secondary education or equivalent. Possession of a valid driver license.

Knowledge and Experience:

- Minimum 5years of driving experience with at least 3years in four wheel drives, with a safe driving record;
- Specific driving experience in the country
- Good understanding of traffic regulations
- Basic knowledge of protocol rules and procedures;
- Good communication skills;
- Ability to work in a multicultural environment;
- Knowledge of communication equipment such radio, GPS is an advantage;
- Able to conduct minor vehicle repairs;
- Security trained is an advantage;
- Previous experience in an International Organisation is an advantage;
- Basic computer literacy.

Languages:

- Good command of the English language (verbal).
- A Good knowledge of Urdu; Pushto is an advantage