



EUROPEAN EXTERNAL ACTION SERVICE

Job Description Form

Job description version2 (*Active*)
Job no.156710 in *DEL.Serbia.007*
Valid from 29/06/2012 until

Job Holder

Name



Job Profile

Position

NOT APPLICABLE

Job title

Driver

Domains

Generic domain

EU NEIGHBOURHOOD

Intermediate domain

Specific domain

PHYSICAL TRANSPORT (driver activity)

Sensitive job

No

Overall purpose

To provide the Delegation with driving, messenger and general transportation services.

Legal disclaimer

Functions and duties

+ LOGISTIC SUPPORT - 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.*

Job requirements

Experience

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
English	B2	B2	B2	B2	B2
Serbian	C1	C1	C1	C1	C1

Knowledge

- *Technical and logistics*
- *Telecommunications and telephony*

Competences

- *Communicating*
Ability to understand and be understood
Capacity to communicate technical or specialised information
- *Delivering Quality and Results*
Client orientation
Conscientiousness
- *Learning and Development*
Flexibility (openness towards new demands, etc.)
- *Prioritising and Organising*
Coordination skills
- *Resilience*
Stress resistance
- *Working with Others*
Ability to work in a team
Confidentiality
Sociability skills

Job Environment

Organisational entity

Type: Delegation / Representation

Size: more than 25

Gender balance (within the entity): balanced team

Comments:

Presentation of the entity:

Job related issues

- Atypical working hours
- Specialised Job

Missions

- Frequent, i.e. 2 or more missions / month
- Long duration, i.e. missions lasting more than a week

Comments:

Workplace, health & safety related issues

- Noisy environment
- Physical effort / materials handling
- Work with chemicals / biological materials
- Radioprotection area
- Use of personal protective equipment
- Other

Comments:

Other

Comments: