



EUROPEAN EXTERNAL ACTION SERVICE

Job description form

Job number: 341653 in DEL.Serbia.007

Job profile

NOT APPLICABLE

Job title **DRIVER**

Domains

Generic domain: EU Neighbourhood

Intermediate domain

Specific domain: Physical transport – driving activity

Sensitive job: NO

Overall purpose

To provide the EU Delegation to Serbia with driving, transportation and messenger services

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.
- Ensure proper messenger services, related to post office, banks, Ministries and other.
- In contact with the Administration and the Section secretaries, take information and arrangements 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.
- Regular maintenance and verification of proper service car conditions
- Execute the role of a driver in the IT application "DRIVER"

Job requirements

Working experience: minimum five years of recent driving experience

Languages:**English**

Listening	Reading	Spoken interaction	Spoken production	Writing
B2	B2	B2	B2	B2

Serbian

Listening	Reading	Spoken interaction	Spoken production	Writing
C1	C1	C1	C1	C1

Knowledge

- *Basic technical knowledge and logistics*
- *Telecommunications and telephony*

Competences

- *Excellent communication skills*

Job Environment**Organisational entity**

Type: Delegation / Representation

Size: more than 25

Gender balance (*within the entity*): balanced team

Job related issues

[x] Atypical working hours adjusted to the needs of the EU Delegation services

Missions

☒ Frequent, i.e. two or more missions / month

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: n/a

Other

Comments: n/a