



**EUROPEAN UNION**

DELEGATION TO BOSNIA AND HERZEGOVINA

**The European Union Delegation to the Bosnia and Herzegovina is looking for:**

## **Driver in the Administration Section**

### **We are**

The European Union (EU) is an economic and political partnership between 27 European countries. It plays an important role in international affairs through diplomacy, trade, development aid and working with global organizations. Abroad, the EU is represented through more than 140 diplomatic representations, known also as EU Delegations, which have a similar function to those of an embassy.

The EU Delegation to the **Bosnia and Herzegovina** works in close coordination with the Embassies and Consulates of the 27 EU Member States. We are a fully-fledged diplomatic mission and represent the European Union in dealings with the Bosnia and Herzegovina government in areas that are part of the EU's remit.

### **We offer**

The post of **Driver** (Local Agent Group 5) is part of the Delegation's Administration Section. The team consists of 16 people and there are occasional atypical working hours.

Under this post, the recruited person will be attributed functions depending on the needs of the Delegation, and on the changes of these needs. The successful candidate **will serve under the supervision and responsibility** of the Head of Administration Section, providing driving, maintenance and other services as instructed by his/her superior.

More detailed tasks and duties currently required are described in the enclosed Job description.

The base salary will depend on relevant and verified employment experience. There is a competitive benefits package, subject to certain conditions, including personal leave days and public holidays, health insurances and a retirement savings plan.

The expected start date will be in February 2023.

### **Minimum requirements / eligibility criteria (necessary for the application to be considered)**

- Minimum Secondary education;
- Minimum of 5 years of experience as driver providing logistical/technical support;
- 3rd vocational degree: Driver of Motor Vehicle;
- Valid driving license B and C category;
- Minimum working knowledge (B2) of English and local languages;
- Good knowledge of traffic laws and first aid practices;
- Knowledge of car mechanics;
- Computer literacy;
- Right to residence and work in Bosnia and Herzegovina;
- Good standing as citizen/resident;
- Medical fitness to carry out the tasks assigned.

### **Assets / selection criteria (basis for awarding points to select the best applicant)**

- Diploma in a technical field;
- Having attended safe driving training;
- Valid driving licence D category;
- Previous experience in a diplomatic mission / international organisation;
- Flexibility (openness towards new demands, new technologies, new cultures, etc.);
- Good interpersonal skills, able to work in a multi-ethnic and multicultural environment;
- Ability to maintain simple records;
- Flexibility (openness towards new demands, new technologies, new cultures, etc.);
- Good interpersonal skills, able to work in a multi-ethnic and multicultural environment;
- Physical ability to lift and carry materials and light equipment.

### **How to apply**

Please submit your application, consisting of **a cover letter, Europass format CV and a declaration on honour regarding the work rights/Good standing/medical fitness** via the [delegation-bih-recruitment@eeas.europa.eu](mailto:delegation-bih-recruitment@eeas.europa.eu) (Reference 004/22) no later than 24:00 11/11/2022. Only complete applications received on time via [delegation-bih-recruitment@eeas.europa.eu](mailto:delegation-bih-recruitment@eeas.europa.eu) will be considered.

The successful candidate will be subject to a medical check.

### **The process**

After the deadline for applications, the **eligible** applications will be admitted to the Selection by the Committee set up for this purpose.

Depending on the number of applications received, successive phases of Selection may include shortlisting of candidates based on the assessment of the information provided in the cover letter, CV and practical testing. The best candidates will be invited to the final interview and driving test.

Only candidates admitted to each successive selection phase will be contacted individually. The Delegation will inform the remaining candidates via website <http://www.europa.ba> once the recruitment procedure has been completed and that a candidate has (or has not) been recruited.

The Delegation will not supply additional information or discuss the selection procedure. During the selection process, please do not contact the members of the Selection Committee, but address your questions and comments via [delegation-bih-recruitment@eeas.europa.eu](mailto:delegation-bih-recruitment@eeas.europa.eu) .



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### **Job Description for Driver**

*The job function and the job description may be changed in accordance with the needs of the Delegation*

#### **Employer**

<b>EU Delegation</b>	Bosnia and Herzegovina
<b>Location</b>	Skenderija 3a, 71000 Sarajevo

#### **Job description**

<b>Group</b>	5
<b>e-Del-HRM and Sysper2 references</b>	e-Del-HRM 47781, Sysper2 157021
<b>Section in the organisation chart</b>	Administration Section
<b>Next hierarchical superior (who to report to)</b>	reporting to the Head of Administration and / or Administrative Assistant
<b>Working hours</b>	full time
<b>Working environment/conditions</b>	Multicultural environment Missions, ability to be away from home for extended periods is required Occasionally, in a case of emergency, around-the-clock services needed
<b>Job objective</b>	Under the responsibility of the Head of Administration and / or Administrative Assistant to provide logistical support to the Delegation.
<b>Main Tasks</b>	<p><b>Driving services</b></p> <ul style="list-style-type: none"> <li>• Driving services for the EU Delegation;</li> <li>• Responsibly driving a duty motor vehicle on assignments, in all weather conditions within the country and to neighbouring countries on official missions, to transport Delegation staff, visiting personnel and property;</li> <li>• In coordination with the Administration, collecting information and arranging daily driving duties;</li> <li>• Completing logbooks and records detailing official trips, daily mileages, petrol consumption, oil changes, etc.</li> </ul> <p><b>Maintenance services</b></p> <ul style="list-style-type: none"> <li>• Responsible for the day-to-day control and maintenance of the assigned vehicle, checking oil, water, battery, tyres, etc.;</li> <li>• Maintaining proper and clean appearance of vehicles inside at all times and outside when conditions permits;</li> <li>• Performing minor servicing;</li> <li>• Installing and removing tyre chains as required by weather conditions;</li> <li>• Reporting defects and repairs needed to the vehicles.</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Messenger services;</li> <li>• Purchases, payments and other similar services;</li> <li>• Using, in a driver role, an appropriate IT application for drivers and vehicles management;</li> <li>• Wearing the approved uniforms;</li> <li>• Assisting in the completion of customs formalities, registering and de-registering, etc. of EUD vehicles;</li> <li>• Preparing accident reports when required;</li> <li>• Receiving official visitors at the airport, clearly identifying themselves as representing the Delegation/EEAS/EC and facilitating the administrative formalities;</li> <li>• Complying with the official instructions regarding the EUD drivers work and attitude and car park;</li> <li>• To carry out any other task, as instructed by his/her superior(s).</li> </ul>

<b>Personal skills</b>	<ul style="list-style-type: none"> <li>• Ability to maintain simple records;</li> <li>• Flexibility (openness towards new demands, new technologies, new cultures, etc.);</li> <li>• Good interpersonal skills, able to work in a multi-ethnic and multicultural environment;</li> <li>• Physical ability to lift and carry materials and light equipment.</li> </ul>
<b>Specific physical requirements (if any)</b>	long term driving, occasionally carrying loads

### Job specifications

	<b>Compulsory requirement</b>	<b>Asset</b>
<b>Qualifications</b>	Secondary education 3 <sup>rd</sup> vocational degree: Driver of Motor Vehicle Valid driving licence B and C category	Diploma in a technical field Having attended safe driving training Valid driving licence D category
<b>Professional experience</b>	Minimum 5 years of experience as driver providing logistical/technical support	Previous experience in a diplomatic mission /international organisation
<b>Knowledge of languages</b>	Working knowledge (B2) of English and local languages	
<b>Special knowledge</b>	Good knowledge of traffic laws and first aid practices Knowledge of car mechanics Computer literacy	