



EUROPEAN COMMISSION

DIRECTORATE-GENERAL FOR HUMANITARIAN AID AND CIVIL PROTECTION (ECHO)

Central & Eastern Europe, Caucasus, Central Asia, Mediterranean & Middle East Region

ECHO Regional Support Office in Amman - Jordan

VACANCY ANNOUNCEMENT – Logistician/Driver

The European Commission's Humanitarian Aid and Civil Protection Office (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 Nation agencies, the Red Cross/Crescent movement and non-governmental organizations (NGOs). Aid is channelled impartially, straight to victims, regardless of their race, ethnic group, religion, gender, age, nationality or political affiliation.

ECHO is seeking to hire a Logistician/Driver in **Damascus, Republic of Syria**. The candidate needs to meet the following requirements:

- Minimum Secondary Education level
- At least five years of similar experience.
- Previous experience with international organizations, Embassies or highly reputed NGOs would be an asset.
- Experience with logistics tasks and protocol
- Able and willing to work in a multi-cultural environment
- Familiar with the local protocol procedures
- Proficiency in Arabic and English and ability to communicate and draft reports in both languages.
- high level class driving experience including a good knowledge of Damascus as well as being confident driving in Syria.
- Computer literate (Word, Excel, Access, Outlook)
- Proven knowledge of car maintenance
- Holding a valid driving license
- Holding a valid passport and able to travel in short notice
- Able to manage a team of drivers if necessary
- Use of standard office equipment;
- Willing to accommodate different tasks in a flexible way, also regarding working hours and traveling to the field of operation.

The Logistician/Driver will carry out activities such as:

- Protocol duties (visa, permits, exemption, importation, etc.)
- Logistic duties (communication equipment, fleet management, vehicles maintenance, procurement, asset list, inventory, etc.);
- In charge of ECHO premises maintenance
- Provide travel and transport arrangement
- Drive ECHO official vehicle upon request and according to the information received.
- Other duties indicated in the Term of Reference and given by the supervisor

Applications including cover letter, detailed CVs, academic, Driving licence & **employment certificates** of the interested candidates should be marked REF: LOGISTICIAN/DRIVER – DAMASCUS and sent by email to echo.amman@echofield.eu until 15/9/2012 midnight LT Damascus at the latest

Only the short-listed candidates will be contacted.

Any form of canvassing, soliciting or influencing will be treated as a disqualification.