

Terms of Reference

DRIVER

Background:

ODIHR is the leading agency in Europe in the field of election observation. It co-ordinates and organizes the deployment of several observation missions with thousands of observers every year to assess the compliance of elections in OSCE participating States in line with OSCE commitments, other international standards for democratic elections and national legislation. Its unique methodology provides an in-depth insight into all elements of an electoral process, and permits to make concrete recommendations to further improve electoral processes. Further details of the organization can be found at www.osce.org/odihr.

Under the supervision of the Operations Expert, the Driver is responsible for driving mission personnel. S/he reports directly to the Operations Expert.

Main Tasks and Responsibilities:

- Drives mission personnel;
- Meets official personnel at the airport and facilitates immigration and customs formalities when necessary and possible;
- Collects and delivers mails or documents when requested;
- Responsible for day-to-day maintenance of the vehicle, checks oil, water, brakes, etc., performs minor repairs;
- Assists the Operations Expert in locating good road maps and city plans, in identifying possible parking spaces / garages in the city, in collecting information on all local procedures for obtaining parking stickers/permissions for city center, fuel coupons, special insurance, special parking permissions in front of the state authority buildings, airport, etc.;
- Informs Operations Assistant and/or Receptionist on road conditions, possible traffic jams and estimated time needed for certain destinations, for careful planning on all in-town journeys;
- Ensures that the car is in a clean state inside and outside;
- Logs all trips in the log sheet;
- Ensures that rules and regulations are followed in case of involvement in accident; and
- Performs other duties as required.

Requirements:

- Completed primary education. Secondary education is preferred;
- At least two years of relevant working experience;
- Experience in driving officials for international organizations is an asset;
- Possession of vehicle in excellent technical and aesthetic condition,
- Possession of all relevant documentation for driving the vehicle (relevant licences, vehicle passports and power of attorney if the driver is not the legal owner; as well as proof that the vehicle has sufficient 3rd Party Liability Insurance);
- Knowledge of driving rules and regulations and chauffeur courtesies;
- Punctuality and discretion;
- Ability to perform minor repairs and work irregular hours;
- Knowledge of local language(s) is essential; and
- Knowledge of English is an asset.