

Terms of Reference

SENIOR 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 and guidance of the Head of Mission (HoM), the Senior Driver is responsible for driving him/her to meetings. S/he reports directly to the HoM.

Main Tasks and Responsibilities:

- Drives the HoM, and when instructed also other members of mission;
- 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;
- 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;
- Four years of relevant working experience and “clean” driving licences. Experience in driving high level officials and working for international organizations are assets;
- 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 highly desirable.