



Daily Driver without Vehicle, Syria (01 – 2023 – Syria)

Blumont is a global organization working with local communities to design and implement innovative approaches to building infrastructure, delivering lifesaving humanitarian assistance, and bridging the gap from early recovery through long-term stability and development. Blumont serves underserved populations, refugees, internally displaced persons, victims of conflict, and tackles development challenges through programming tailored to local contexts and needs in order to empower communities from relief and recovery to sustainable resilience.

Blumont is looking to hire **Daily Driver without Vehicle** for Shared Services funded by the U.S. Agency for International Development (USAID) in Al-Hasakah, Northeast Syria.

ROLE PURPOSE:

To provide safe, secured, and efficient transport service to guesthouse residents. The duty driver is required to respect and abide by transport, safety & security policy, guidelines of driving & traffic movement policy and guideline of the Country.

In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly.

KEY AREAS OF ACCOUNTABILITY

- The duty driver shall work as a duty driver as per the following schedule: 16:00- 24:00; 24:00-08:00; 08:00-16:00 (the last timing is for holidays cases).
- The duty driver shall be assigned to one of the shifts above on an on-call basis.
- Ensure the vehicle is kept clean and tidy always.
- Drive the vehicles in a safe and appropriate manner in accordance with NES road transport regulation as well as Blumont transport and security policy/procedures.
- Report any faulty vehicle's part for maintenance and ensure the periodical service is carried out timely before scheduled service time overdue.
- Keep all tools, spare tire and other safety & healthy equipment's with due care.
- Always carry out basic security checks on the vehicles before starting to drive and at the end of the day. (Battery water, fuel & oil levels, radiator water, the availability of all required documents, Tire pressure/condition, etc).
- Report immediately any damage or incident/accident to the line manager in line with the correct procedures. In the case of security incident, report immediately to the line manager and staff in charge of security management.
- Ensure Blumont's health and safety rules are respected e.g. No mobile phones are to be answered when driving, every passenger should wear Safety Belt while travelling with Blumont vehicle.
- Maintain an accurate record of shifts, fuel refilling and other maintenance costs in the vehicle logbook.
- Keep and respect Blumont's driver rule, conduct and safety standards e.g. Daily and weekly safety checks are done at all times before starting the journey.



ADDITIONAL JOB RESPONSIBILITIES

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

QUALIFICATIONS

- Diploma certificate (or equivalent) in relevant field.
- At least a valid public driving active license.

EXPERIENCE and SKILLS

- Minimum 2 years' experience working in similar field (working with INGOs will be desirable) with clean driving record.
- Experience in first aid and fire extinguisher is desirable.
- Experience in minor vehicle service and maintenance.
- Ability to read and understand vehicles' owners and repair manuals.
- Possess excellent communication and interpersonal skills.
- Fluency in Arabic and Kurdish languages, written and oral communication. Knowledge of the English language is desirable.

Success Factors

- Willing to work as per the above stated working hour shifts and readiness to accept unanticipated requests outside his working hours.
- Excellent time management/ time keeping experience and dedication to respect others time schedule.
- Awareness of Safety and Security policies and procedures.

Other Considerations:

- Candidates will be required to provide a valid public driving license.
- Candidates from the local area are encouraged to apply.

How to apply:

Interested candidates are requested to send the most updated Resume to syr-hr@blumont.org clearly mentioning Subject line as **SHR-Daily Driver without Vehicle-Al Hasakah** by 14 April 2023. Please copy paste the subject line otherwise your CV will be missed to be reviewed.

Blumont is an equal-opportunity employer, values diversity in its workforce and continually strives to improve our gender balance through initiatives and policies that encourage recruitment of qualified female candidates. Due to the large volume of applications, we receive, we are unable to respond to all applicants, therefore, only shortlisted candidates will be contacted.

Blumont will review the applications on rolling basis and may close the advertisement before the deadline if the ideal candidate was found. One or more similar/different positions maybe filled in this recruitment activity depending on the applicants' qualifications.

Blumont's selection process will include rigorous background checks and all team members will be expected to carry out their duties in accordance with our core values, anti-harassment policy and PSEA policies.