

IEA # 610  
UBW # 100174

## Driver

**Reports to:** Regional Coordinator APRP

**Location:** Ajman, UAE

**Advertisement date:** 10 July 2019

**Closing date:** 9 August 2019  
(or until the position is filled)

### Main purpose of position

The driver will provide secure, timely and professional driving services to transport passengers and/or goods when necessary.

### About ICARDA

The International Center for Agricultural Research in the Dry Areas (ICARDA) is an international autonomous, non-profit, research organization supported by the Consultative Group on International Agricultural Research (CGIAR).

ICARDA's mission is to reduce poverty, enhance food, water and nutritional security, as well as environmental health in the face of global challenges including climate change. We do this through innovative science, strategic partnerships, linking research to development and capacity development that take into account gender equality and the role of youth in transforming the dry areas. ICARDA works in partnership with governments, universities, civil society, national agricultural research organization, other CGIAR research Centers, and the private sector. With its temporary Headquarters in Beirut, Lebanon, ICARDA operates in regional and country offices across Africa, Asia and the Middle East. For more information: [www.icarda.org](http://www.icarda.org)

### Main responsibilities

- Meet and greet staff and visitors at the airport when requested;
- Drive office vehicles for transportation of authorized persons, including to field trips;
- Drive office vehicle for the delivery/collection of mail, document, cargo, pouch and other items required by supervisors;
- Ensure that the assigned vehicle is clean, adequately fuelled and road worthy;
- Ensure that vehicles are equipped with standard tools necessary for driving and fill the Log Book timely and accurately.
- Responsible for the day-to-day maintenance of the assigned vehicle, perform minor repairs and arrange for other related repairs;

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- Undertake minor administrative and repair tasks in the office when necessary;
- Perform other related task as requested by the supervisor.

## Education, qualifications and experience

### Essential qualifications and competencies

- Secondary Education or equivalent;
- Minimum experience of 5 years;
- Valid UAE driving license with good driving record;
- Ability to communicate in English on daily routine matters;
- Experience with vehicle repairing;
- Ability to send and receive emails without assistance, log on to internet and intranet, read and post responses;
- Professional demeanour with strong service orientation;
- Flexibility to work outside of regular office hours when required.

### Desirable qualifications and competencies

- Relevant experience with International Organizations and/or Embassies;

## Terms of appointment, salary and benefits

This is a nationally recruited position for which ICARDA offers an attractive compensation package including a competitive salary, medical insurance, 30 days of annual leave, five months' maternity leave or 15 days' paternity leave. The successful candidate will be offered an initial contract of 1 year, renewable subject to continued need for the position and satisfactory performance. The first three months will be probationary period.

## How to apply

Please apply online at [www.icarda.org/iea/](http://www.icarda.org/iea/) by 9 August 2019. Applications will be considered until the position is filled.

**ICARDA is committed to increasing women representation in its workforce and strongly encourages applications from women.**

**Applications will be acknowledged, but only shortlisted candidates will be contacted.**

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