

IEA # 557
UBW # 100140



Driver

Reports to: Travel and Administrative Officer

Location: Cairo, Egypt

Advertisement date: 21 March 2018

Closing date: 20 April 2018

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

Dalia Bldg. 2nd Floor
Bashir El Kassar Street,
Verdun Area, next to Arab Bank
P.O. Box 114/5055
Beirut, Lebanon,
Tel: +961-1-813308/9

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Main responsibilities

- Meet and greet staff and visitors at the airport when requested;
- Drive office vehicles for transportation of authorized persons, including field trips;
- Ensure that the assigned vehicle is clean, adequately fuelled and road worthy;
- Responsible for the day-to-day maintenance of the assigned vehicle, perform minor repairs and arrange for other related repairs;
- Undertake minor administrative and repair tasks in the office when necessary;
- Perform other related tasks.

Education, qualifications and experience

Essential qualifications and competencies

- Secondary Education or equivalent.
- Minimum experience of 5 years;
- Valid driving license with good driving record;
- Ability to communicate in Arabic on daily routine matters;
- 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.
- Knowledge of basic English language

Desired qualifications and competencies

- Relevant experience with International Organizations and/or Embassies;

Terms of appointment, salary and benefits

This is a nationally recruited position. The successful candidate will be offered an initial contract of 3 years, renewable subject to satisfactory performance. The first year will be probationary period.

How to apply

Please apply online at www.icarda.org/iea/ by 20 April 2018

**We are an equal opportunity employer and encourage applications from qualified women.
Applications will be acknowledged, but only shortlisted candidates will be contacted.**

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