

## TOR DRIVER/LOGISTICIAN PROMAS-ASDO

**Contract type and duration:** Contract type is Service Agreement with duration 12 months of which three months of test period, renewable.

**Starting date:** as soon as possible.

**Purpose:** to support the Project Management Unit (PMU) under Project: “*Sustainable Development of the Olive Sector in Albania – ASDO*”. The successful candidate should be of Albanian nationality, with significant previous experience.

**Duty station:** based in Tirana in the premises of the Albanian Ministry of Agriculture, Rural Development and Water Administration at the PMU Office; travels within Albania.

### Job description

The Driver/ Logistician will be responsible for the following duties:

- Drive office vehicle for the transport of authorised personnel.
- Meet officials at the airport and facilitate immigration and customs formalities as required.
- Collect and deliver mail, documents, and other items.
- Take care of the day to day maintenance of assigned vehicles, check oil, water, battery and brakes.
- Log official trips, daily mileage, gas consumption, oil changes and greasing.
- Follow all rules and regulations in relation to the management of the Project *Sustainable Development of the Olive Sector in Albania - ASDO* and Ministry of Agriculture, Rural Development and Water Administration (MARDWA)
- Perform other related duties as required.

The Driver/ Logistician will report directly to the National Coordinator and Chief Technical Advisor.

### Knowledge, experience and skills:

- Minimum Driving Licence : Class “B”;
- Drivers Licence at least 5 (five) years old;
- At least 5 (five) years working experience as a Driver for a company, institution, family or public service agency;
- Working experience as a Driver for Projects with Foreign Institutions or Public Albanian Institutions will be an added advantage;
- Able to work under minimal supervision and be proactive and initiative.

- Integrity, flexible approaches to work coupled with enthusiasm, commitment and energy;
- The ability to work in a multi-cultural and multi-national environment;
- Good organization and planning skills;
- Effective time management skills;
- Excellent interpersonal skills;
- Ability to work in a team;
- Good communication skills;
- Ability to perform multiple tasks and work under pressure with a wide range individuals and institutions;
- Maintenance of confidentiality at all times.

Interested qualified candidates are requested to submit their CV in English by:

**March 14<sup>th</sup>, 2017** at 16.00 Tirana local Time, at the following email addresses:

[lauresha.grezda@bujqesia.gov.al](mailto:lauresha.grezda@bujqesia.gov.al), Please insert “*PROMAS – ASDO Driver/Logistician*” in the subject line of the email.

**Only shortlisted candidates will be contacted for an interview.**