

SCOPE OF WORK

Consultant Name:	TBD				
Project/Activity Name:	USAID/Sweden FARMA II Project {Bosnia}	Activity #			
Assignment Title:	Daily driver - roster (on-call) Sarajevo (3 positions) Banja Luka (2 positions) Tuzla (2 positions)				
Position Type:	Full Time		Part Time		STTA X
Consultant Nationality:			TCN		CCN X
Engaged By:	Cardno Emerging Markets USA, Ltd.				
Position Reports to:	Senior Operations Manager / HR Coordinator				
Assignment Period:	Start Date: May, 2018		End Date: April, 2019		

USAID/Sweden FARMA II - Description of Project

USAID and the Government of Sweden have awarded Cardno Emerging Markets USA a five-year US\$16.2 million contract for implementation of the Fostering Agricultural Markets Activity II (FARMA II) project in Bosnia & Herzegovina (BiH). The purpose of the FARMA II Project is to create agricultural and agribusiness economic opportunities for BiH farmers and entrepreneurs. FARMA II will achieve this by assisting agricultural producer organizations to adopt European Union (EU) and international agricultural and food standards and new production techniques, produce new high value products and expand their access to foreign and domestic markets. The objective of FARMA II's Component 1 is to strengthen the competitiveness of the BiH private sector resulting in greater sales and exports of selected agri-food products.

Background

Growing number of staff members and consultants is keeping a prominent level of a need for continuous frequent travel arrangements. Due to frequent travel requests, there is serious need to enlarge USAID/Sweden FARMA II roster for the position of driver for three USAID/Sweden FARMA II Offices located in Sarajevo, Banja Luka and Tuzla.

Purpose of the assignment

Under the guidance and supervision of Senior Operations Manager / HR Coordinator, the driver provides reliable and safe driving services ensuring high accuracy of work. The principal objective of the assignment is to safely transport personnel, delivery and collection of mail, documents and other items. The driver demonstrates a client-oriented approach, high sense of responsibility, courtesy, tact and the ability to work with people of different national and cultural backgrounds. The driver provides driving services to the operations and programme staff for FARMA II offices as well for consultants and experts and other staff as per received guidance.

Anticipated Activities:

- Drive project/rented vehicle for transport of authorized personnel; delivery and collection of mail, documents and another item;
- Meeting official personnel and visitors at the airport;
- Ensures support in office related transportations (equipment, furniture, relocation of equipment and office relocation, etc);
- Responsibility for maintenance of office vehicle, perform minor repairs and arranges for other repairs; ensures that vehicle is kept clean, check oil, water, battery, brakes, tires, etc;
- Ensure availability of all the required documents/supplies including vehicle insurance, log official trips and other relevant documentation;
- Ensure that steps required by rules and regulations are taken in case of involvement in accident;
- Follow up and to ensure all security rules and regulations are implemented;

- Ensure to advance notify scheduled trips for obtaining relevant security clearance, and perform other duties as required.

Timing and Level of Effort

Selected driver will be informed on possible driving services at least 24h in advance. Assignment will last from May 2018 to April 2019.

Qualifications and skills

- Secondary Education;
- Possession of a valid driver license issued by BiH authorities – B category with at least 7 years of experience;
- Knowledge of driving rules and regulations and skills in auto mechanics and troubleshooting minor vehicle repair;
- Demonstrates excellent knowledge of security rules;
- Fluency in the local language, basic knowledge of English language.

Professional experience

- At least 5 years' of relevant work experience as a driver with a safe driving record;
- Previous experience/hire with international organization of funded activity considered an advantage.

Note: Short listed candidates will be interviewed and have a driving test. Only candidates who passes driving test, will be considered for the position. Selected candidates will have to provide full medical examination for driving services and no-conviction confirmation issued by the relevant BiH authority.

We encourage qualifying candidates to send a Cover Letter including three References relevant for this position with contact details and CV. Submission of Recommendation Letters is recommended.

The closing date for the receipt of applications is April 30, 2018.

Cardno Emerging Markets USA, Ltd is an equal opportunity employer.

All information received will be treated with confidentiality.

Incomplete applications will not be considered.

Only shortlisted candidates will be contacted.