

<b>Position:</b> Driver and Logistics Assistant	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Assistant Level AL-4
<b>Ref. Number:</b> 166	<b>Location:</b> The Hague, The Netherlands	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Kosovo Specialist Chambers/ Division of Administration/ Facility Management and General Services Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Driver and Logistics Assistant reports to the Deputy Head of Facility Management and General Services Unit.

### Main Tasks and Responsibilities:

- To perform safe and efficient vehicular transportation of the Principals and designated personnel of the Kosovo Specialist Chambers (KSC), as required;
- To deliver and receive official documents, mail and parcels to and from designated recipients;
- To assist in the management of the Framework Contract(s) for vehicle maintenance and vehicle insurance and ensure that the KSC vehicles are in an appropriate state of operational readiness;
- To monitor the implementation of the FORAX vehicle fuel service contract.
- To monitor the KSC vehicle fleet booking system and manage vehicle fleet resources accordingly;
- To perform concierge tasks within the KSC premises and escort contractors as required;
- To support on logistics aspects linked to the Unit's building maintenance function as required;
- To undertake any other related tasks as requested by the Line Managers.

### Essential Qualifications and Experience:

- Level of secondary education attested by a diploma.

#### AND

- A minimum of one (1) year of relevant professional experience, after having fulfilled the education requirements.

#### Specification of Education and Experience

- Valid driving license of at least category B for motor vehicles and proven safe driving record;
- relevant work experience
- Willingness and preparedness to work irregular hours and/or at weekends;
- Good communication skills in English and Dutch, both written and oral;
- Tact, discretion and diplomacy;
- Courteous and professional demeanor;
- Sound mind, judgment and ability to respond appropriately in critical/emergency situations;
- Ability to use MS Office software;
- Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds;

#### Desirable

- Extensive training in transport and logistics related disciplines;
- Prior relevant work experience in an international organization, diplomatic mission or a hybrid court;
- First Aid certification.