

Vacancy Notice n° 038/2021
Local recruitment procedure¹

Driver
(Grade C3)
LOCAL TEMPORARY CONTRACT

Council of Europe
Location: Belgrade

Job mission

Under the authority of the Head of Office, the incumbent will perform the duties of driver with punctuality, safety and discretion in compliance with the traffic regulations.

Duties may have to be performed not only during office hours and on working days, but also at night, weekends and on public holidays, and may involve trips lasting several days.

Key activities

The incumbent performs the following key duties in accordance with procedures, guidelines and priorities:

- provide reliable driving services to the Head of the Office, Council of Europe staff and high ranking Council of Europe officials and visitors;
- ensure day-to-day vehicle maintenance: cleaning, lubrication; check oil, water, battery, brakes, tyres, etc.;
- perform minor repairs and arrange for other repairs to be carried out and ensure that the vehicle is kept clean and in good running condition at all times;
- log official trips, daily mileage, fuel consumption, oil changes, greasing, etc.;
- collect and deliver mail, documents and equipment as required;
- negotiate, liaise and co-ordinate with local authorities to facilitate smooth running of vehicle movements in designated areas;
- take proper measures to reduce potential security threats to Council of Europe officials or property within the immediate vicinity of the vehicle and along transport routes;
- ensure that licences, insurance and vehicle permits are valid and available in the vehicle;
- take the steps required in accordance with the rules and regulations in case of an accident;
- assist office staff in dealing with various logistical and security issues;
- ensure punctuality and discretion; ensure neat appearance and absolute sobriety;
- promote Council of Europe values internally and externally.

Please note that the incumbent may be required to perform other duties not listed in the vacancy notice.

Additional information:

¹ Local recruitment procedure organised in accordance with Rule No 1234 of 15 December 2005.

Employment is offered on an annual basis, with the possibility of renewal.
Please note that the remuneration (gross monthly salary) is 2076.17 €.
Interviews and tests will take place at the Council of Europe Office in Belgrade.

Eligibility criteria

This local recruitment procedure is open to applicants already present in Serbia.

Only applicants who best meet the following criteria will be considered for shortlisting.

Qualifications:

- › General education to secondary school standard (vocational diploma in general mechanics) or equivalent work experience;
- › Valid drivers' licence not subject to restrictions and clean driving record.

Experience:

- › At least three years' professional experience as a driver.

Language requirements:

- › Excellent knowledge of Serbian;
- › Working knowledge of one of the official languages (English).

Nationality:

- › Nationality of host country or one of the 47 Council of Europe member states.

Age:

- › Under 65 years of age at the closing date of the vacancy notice.

Employee Core Values

Council of Europe staff members adhere to the values [Professionalism, Integrity and Respect](#).

Competencies

Essential:

- › Professional and technical expertise
 - good physical aptitude for driving;
 - good knowledge of the specific regulations relating to the job of driver and of vehicle safety and maintenance rules;
 - ability to read and understand specific vehicle operating manuals to ensure safe and appropriate operations of the vehicle;
 - experience in route planning;
 - effective use of standard computer tools (word processing, spreadsheet, Outlook);
 - experience in logistics and/or security would be considered as an advantage.
- › Service orientation
- › Planning and work organisation
- › Concern for quality
- › Adaptability
- › Resilience
- › Communication
- › Teamwork and co-operation

For more information, please refer to the [Competency Framework](#) of the Council of Europe.

Applications

Applications must be made **in English or French** using the Council of Europe on-line application system. By connecting to our website www.coe.int/jobs you can create and submit your on-line application. Applications must be submitted at the latest **18/10/2021** (midnight French time).

Any false statements knowingly made by applicants in their application for employment or at the time of their engagement will result in the termination of their employment by the Council of Europe.

Applications will be examined with regard to the requirements of this vacancy and applicants will be informed in due course of the outcome of your application. This may take some time after the closing date. Preselected candidates may be invited to take written tests before an interview. Written tests may be eliminatory.

In accordance with the Staff Regulations of the Council of Europe, the compulsory retirement age is 65. We cannot therefore accept applications from persons over this age.

The conditions of recruitment and employment which apply are contained in Rule No. 1234 of 15 December 2005 laying down the conditions of recruitment and employment of locally recruited temporary staff members working in Council of Europe Duty Stations located outside of France apply ([Link to Rule 1234](#)).

The Council of Europe welcomes applications from all suitably qualified candidates, irrespective of gender, disability, marital or parental status, racial, ethnic or social origin, colour, religion, belief or sexual orientation.

During the different stages of the recruitment procedure, specific measures may be taken to ensure equal opportunities for candidates with disabilities.

The Organisation

The **Council of Europe** is the continent's leading organisation in the protection of human rights, democracy and rule of law. It was founded in 1949 in order to promote greater unity between its members and now includes 47 member states, all having signed up to the European Convention on Human Rights.

By Statute, the Council of Europe has two constituent organs: the Committee of Ministers, composed of the member states' Ministers for Foreign Affairs, and the Parliamentary Assembly, comprising delegations from the national parliaments. The Congress of Local and Regional Authorities of Europe represents the entities of local and regional self-government within the member states. The Commissioner for Human Rights is an independent and impartial institution within the Council of Europe mandated to promote the awareness of and respect for human rights in member states.

The European Court of Human Rights is the judicial body which oversees the implementation of the Convention in the member states. Individuals can bring complaints of human rights violations to the Strasbourg Court once all possibilities of appeal have been exhausted in the member state concerned.