

## Vacancy Announcement

<b>Position title</b>	Driver_ YAO-Khq-19-10
<b>Vacancy No.</b>	YAO-Khq-19-10
<b>Employment Type</b>	Full-time
<b>Duration</b>	Until 31/12/2019
<b>Duty station</b>	Khanaqin – Diyala Governorate
<b>Estimated Start Date</b>	As soon as possible
<b>Closing Date</b>	Sunday 27/01/2019
<b>Overview</b>	Youth Activity Organization (YAO) is a Non-government organization; established since 2001 in KR-I. YAO as a leading NGO is working to make positive changes to the lives of people in the community. Working for socio-economic development to the targeted societies through strengthening their capacity and providing humanitarian services to ensure that human rights of all persons are secure of in their enjoyment of their freedom that are necessary in dignified living.
<b>Job Description</b>	Youth Activity Organization (YAO) is seeking an experienced and passionate Driver.

<p><b>Main Duties and Responsibilities:</b></p>	<ul style="list-style-type: none"> <li>• Maintain the vehicle and his equipment and ensure the safety of all passengers.</li> <li>• Keep the vehicle clean, take part in the basic upkeep of the vehicle, carry out up-to-date care and maintenance of the vehicle according to established procedures and immediately inform his line manager of any problems.</li> <li>• Supervise the loading and unloading of the vehicle as well as the organization and safety of packages in his vehicle.</li> <li>• Respect the traffic rules, speed limits and braking distances and adjust his speed according to road rules, regulations and conditions.</li> <li>• He must wear seat belt at all times and make sure that all passengers follow this rule.</li> <li>• Ensure that visibility equipment is available onboard the vehicle.</li> <li>• Follow the established procedure in the case of an accident.</li> <li>• Before each journey, check that all vehicle documentation, a break-down kit, and other safety equipment is onboard the vehicle and that the equipment are in good working order.</li> <li>• Stay close to the vehicle, be available at all times, and ensure that there is enough fuel for each trip.</li> <li>• Do not carry passengers who do not belong to the organization unless a disclaimer has been signed, in agreement with the line manager.</li> <li>• Pick up and Drop off YAO Staff.</li> <li>• Delivering important documents/goods to required destinations.</li> <li>• Undertake any other duties required</li> </ul>
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<p><b>Required Qualifications &amp; Experience</b></p>	<p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• Generally no need for Higher Education.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Minimum 1-year experience in similar position.</li> <li>• Cultural awareness and ability to build relationships quickly with a wide variety of people</li> <li>• Patient, adaptable, flexible, able to improvise and remain responsive and communicate clearly and effectively under pressure</li> <li>• Reliable and punctual with a dedicated professionalism to job and duties</li> <li>• Able to adapt to changing schedules or routines</li> <li>• Valid driver's license and clean driving record</li> <li>• Must be able to pass criminal background check</li> </ul>
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	<ul style="list-style-type: none"><li>• Previous professional experience driving preferred</li><li>• Able to work night, weekends, and holidays as needed.</li><li>• Must be Iraqi nationality holder.</li></ul> <p><b>Knowledge:</b></p> <ul style="list-style-type: none"><li>• Excellent communication skills.</li><li>• Able to adapt within a work environment containing individuals of multiple and various cultural and educational backgrounds.</li></ul> <p><b>Languages:</b></p> <p>Strong communication skills both verbal and written Kurdish and Arabic.</p>
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**How to apply:**

Qualified Candidates should submit their CVs attached electronically to [jobs@yao-iraq.org](mailto:jobs@yao-iraq.org) with indicating the position they are applying for in the subject of the email.

Email subject must read: **YAO-Khq-19-10**

- Email without vacancy title will not be considered. Email after the closing date will not be considered. Only short listed candidates will be contacted
- **YAO** is an Equal Opportunity Employer. YAO considers all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status or disability.