

## Job Description



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| <b>Job Title:</b>                          | Driver                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Reports to:</b>                         | Operations Coordinator                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Direct reports:</b>                     | -                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Liaises with:</b>                       | Internally: All staff<br>Externally:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Job Location:</b>                       | Damascus                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Contract Details:</b>                   | Fixed Term                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Job Purpose:</b>                        | The post holder will be responsible for driving, checking and following up with logbook, car maintenance and safety of passengers.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Main duties &amp; Responsibilities:</b> | <ul style="list-style-type: none"> <li>• Adhere to Concern Transportation Regulations as outlined in Concerns Transport Manual, including strict adherence to speed limits, use of mobile phone while driving, seat belts being worn by all passengers and that the vehicle is parked in a secure location and locked at all times.</li> <li>• Conducting a vehicle check daily and complete the Vehicle Condition Form, the vehicle condition form will be submitted to the logistic officer each day and will be signed by the Second Party to confirm that the vehicle has been checked for faults and that the necessary repairs have been conducted.</li> <li>• Ensuring that the vehicle is properly equipped and to ensure the following items are in the vehicles at all time Fire Extinguisher, Tools, Spare Wheel, First Aid Kit and appropriate means of communication with sufficient credit.</li> <li>• Ensuring that fuel and lubricants are checked and are sufficient for the planned journey prior to movement.</li> <li>• Ensuring the cargo will be securely strapped and tightened when transporting cargo.</li> <li>• Adhering to Concern's procedures regarding road travel at all times, including working to ensure the safety of passengers and observing curfews as required.</li> <li>• Compliant with all Concern security procedures.</li> <li>• The Driver will be responsible for the security of the vehicle.</li> <li>• The Driver will be responsible for any equipment/assets entrusted to them by Concern. Said equipment includes but is not limited to communications equipment, various types of phones, tablets and any other digital devices.</li> <li>• Adhering to Security Awareness, Prevention and Actions in the event of a Security Incident.</li> <li>• Adhering to Concern Health &amp; Safety procedures.</li> <li>• Ensuring that during the period covered by the contract, the vehicle may not be used for any reason other than Concern business.</li> <li>• The driver must carry a full clean driver's license while driving on behalf of Concern.</li> <li>• No smoking is permitted by any persons in the vehicle.</li> <li>• The consumption of alcohol is strictly prohibited during working hours.</li> </ul> |

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| <b>Emergency response</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Concern is committed to responding to emergencies efficiently and effectively in order to help affected people meet their basic needs, alleviate suffering and maintain their dignity. To this end, when emergencies strike and Syria program is to respond, all staff are required to actively participate in the response, regardless of location and contribute to the efforts aimed at achieving the humanitarian objective of the organization.                                                                                                                                                                                                                                                                                                                                       |
| <b>Person specification:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <ul style="list-style-type: none"> <li>• Previous experience in a similar role</li> <li>• Attention to details</li> <li>• Very good communication skills</li> <li>• High personal integrity</li> <li>• Able to read and write</li> <li>• Valid driver's license</li> <li>• Experience in working in the humanitarian sector is desirable</li> <li>• Flexibility under pressure and in response to changing needs;</li> <li>• Ability to work calmly and efficiently under pressure to meet tight deadlines;</li> </ul>                                                                                                                                                                                                                                                                     |
| <p><b>Concern Code of Conduct and its Associated Policies</b></p> <p>Concern has an organisational Code of Conduct (CCoC) with three Associated Policies; the Programme Participant Protection Policy (P4), the Child Safeguarding Policy and the Anti-Trafficking in Persons Policy. These have been developed to ensure the maximum protection of programme participants from exploitation, and to clarify the responsibilities of Concern staff, consultants, visitors to the programme and partner organisation, and the standards of behaviour expected of them. In this context, staff have a responsibility to the organisation to strive for, and maintain, the highest standards in the day-to-day conduct in their workplace in accordance with Concern's core values and mission. Any candidate offered a job with Concern Worldwide will be expected to sign the Concern Staff Code of Conduct and Associated Policies as an appendix to their contract of employment. By signing the Concern Code of Conduct, candidates acknowledge that they have understood the content of both the Concern Code of Conduct and the Associated Policies and agree to conduct themselves in accordance with the provisions of these policies.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

**To apply for this vacancy, please fill out the form via the following link before the end of Wednesday 9 September 2026.**

**للتقدم لهذه الوظيفة الشاغرة، يرجى ملء النموذج عبر الرابط التالي قبل نهاية يوم الأربعاء 9 أيلول 2026.**

**<https://forms.gle/krhZVUdq6TtdZNz47>**