

**DEADLINE:** 30 December 2025

**TYPE OF CONTRACT:** **External Service Supplier /Provider**

**BASED:** Latakia

### **ABOUT PUI IN SYRIA**

The current operational strategy for Premiere Urgence Internationale (PUI) in Syria is to alleviate the human suffering of the Syrian people in Syria by delivering sound, needs-based humanitarian assistance, while promoting a life-sustaining response. PUI's positioning on, shelter, education, livelihoods, and WaSH sectors remain a priority.

Based on ten years of experience conducting humanitarian operations in Syria, supporting Iraqi refugees and lately Syrians affected by the crisis, PUI has played an important role in responding to the needs of the population within nine governorates (Aleppo, Damascus, Rural Damascus, Homs, Hama, Tartous, Latakia & Deraa ) and through the following interventions:

- Rehabilitation of collective and private shelters
- Rehabilitation of infrastructure
- Emergency and Early Recovery WASH interventions
- Education support for conflict-affected populations (remedial classes, school rehabilitation, free exam preparations, summer class activities, community based initiatives and psycho social support),
- Enhancement of the Population of Syria self-reliance through livelihoods (vocational training course, provision of a professional tool kit ((PTK))

## **RESPONSIBILITIES AND TASKS**

### **Transportation of persons and equipment:**

- To provide the transport for staff, patients and equipment according to the HD instructions.
- To follow the daily vehicle schedule.
- To Drive carefully and respect the traffic rules and PU security.
- To adapt its speed depending on the circumstances (road conditions, people ...).
- To be responsible for the transportation of persons and must ensure that it is allowed for the person to get in the vehicle.
- To respect PU rules concerning the allowed people to transport.
- To always be reached by Telephone.
- To be ready in case of any emergency plan.
- To ensure the safety of the vehicle.
- To inform the HD in case of any mechanical problem.
- To notify the HD in case of any accident.

### **The employee will be expected to**

- Be flexible and adaptable with regards to the implementation of the daily work
- Conduct all duties in a professional manner following PU staff regulation.
- To complete any other task requested by her/his supervisor.

**Confidentiality**

- To ensure confidential information that is dealt with in the course of the administration work (regarding human resources, finance or legal issues) remains within the Administration department only and is not shared within or outside PUI

*The tasks and responsibilities defined in this job description are not exhaustive and can evolve depending on the project needs. The employee could be requested to perform other tasks as his/her Line Manager may judge necessary.*

**REQUIRED SKILLS****➤ Vehicle Requirements**

- Valid driving license, sound driving skills and experience.
- The car must be in excellent mechanical condition and regularly maintained.
- Clean interior and exterior, free from noticeable damage.
- Air conditioning and essential safety features (seatbelts, airbags, spare tire, first-aid kit) must be fully functional.
- Fuel-efficient and reliable for daily operations.

**➤ Driver Requirements**

- Valid and clean driving license appropriate for the vehicle category.
- Minimum [7] years of professional driving experience.
- Strong knowledge of local routes, traffic rules, and road safety practices.
- Professional, polite, and presentable appearance.
- Ability to maintain punctuality and confidentiality.

**➤ Legal & Compliance**

- Vehicle registration and licensing must be **up to date**.
- Valid **insurance coverage** (third-party or comprehensive).
- Full **compliance with safety and environmental regulations**.

**➤ Additional Expectations**

- Adherence to company policies regarding transportation, safety, and conduct.
- Availability for flexible working hours when required.
- Willingness to sign confidentiality and service agreements.

Dear Applicant,

To apply for this Vacancy,  
Please copy below link and fill the PUI Syria application form.

<https://forms.gle/mBKdGJwi88gbgqWQ6>

If the link above dose not work by clicking on it, please copy and paste it in the browser address bar.

APPLICATIONS WILL BE REVIEWED ON A ROLLING BASIS AND POSITION CAN BE CLOSED EARLIER THAN DEADLINE, FOR THIS REASON, INTERESTED CANDIDATES ARE ASKED TO SUBMIT THEIR APPLICATION AS SOON AS POSSIBLE.

**We strongly encourage qualified female candidates to submit applications for the position.**

PUI is an Equal Opportunity Employer that values diversity and fosters a culture of inclusiveness. Applications are encouraged from women, candidates, and people with disabilities

### Driver Selection Criteria

#### **1. Legal & Professional Requirements**

- Valid driver's license.
- Clean driving record.
- Medical fitness (good vision, hearing, and overall health).
- Knowledge of traffic laws and local road conditions.

### معايير اختيار السائق

#### **1. المتطلبات القانونية والمهنية**

- رخصة قيادة سارية المفعول.
- سجل قيادة نظيف وخالي من المخالفات الكبرى.
- لياقة طبية (رؤية وسمع وصحة عامة جيدة).
- معرفة بقوانين السير وظروف الطرق المحلية.

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| <p><b>2. Driving Skills &amp; Experience</b></p> <ul style="list-style-type: none"> <li>- Proven experience in driving.</li> <li>- Ability to handle difficult terrains (mountain roads, rural areas, off-road).</li> <li>- Defensive driving skills to prevent accidents.</li> <li>- Experience with long-distance driving and different weather conditions.</li> </ul>                               | <p><b>2. المهارات والخبرة في القيادة</b></p> <ul style="list-style-type: none"> <li>- خبرة مثبتة في القيادة.</li> <li>- القدرة على التعامل مع الطرق الصعبة (الطرق الجبلية، المناطق الريفية، الطرق الوعرة).</li> <li>- مهارات القيادة الدفاعية لتفادي الحوادث.</li> <li>- خبرة في القيادة لمسافات طويلة وفي ظروف مناخية مختلفة.</li> </ul>              |
| <p><b>3. Reliability &amp; Professionalism</b></p> <ul style="list-style-type: none"> <li>- Punctuality and respect for schedules.</li> <li>- Responsible and disciplined behind the wheel (avoids speeding, risky behavior).</li> <li>- Well-groomed and polite.</li> <li>- Trustworthiness with confidential information (in case of transporting staff, guests, or sensitive documents).</li> </ul> | <p><b>3. الموثوقية والاحترافية</b></p> <ul style="list-style-type: none"> <li>- الالتزام بالمواعيد واحترام الجداول الزمنية.</li> <li>- الانضباط والمسؤولية أثناء القيادة (تجنب السرعة والسلوكيات الخطرة).</li> <li>- مظهر أنيق وسلوك مهذب.</li> <li>- موثوقية في التعامل مع المعلومات السرية (مثل نقل الموظفين، الضيوف أو الوثائق الحساسة).</li> </ul> |
| <p><b>4. Safety &amp; Maintenance Knowledge</b></p> <ul style="list-style-type: none"> <li>- Familiarity with basic vehicle maintenance (checking oil, tires, water, fuel).</li> <li>- Strict adherence to safety protocols (seatbelts, speed limits, emergency procedures).</li> </ul>                                                                                                                | <p><b>4. السلامة والمعرفة بالصيانة</b></p> <ul style="list-style-type: none"> <li>- الإلمام بأساسيات صيانة المركبة (فحص الزيت، الإطارات، المياه، الوقود).</li> <li>- الالتزام الصارم ببروتوكولات السلامة (أحزمة الأمان، حدود السرعة، إجراءات الطوارئ).</li> </ul>                                                                                      |
| <p><b>5. Communication &amp; Attitude</b></p> <ul style="list-style-type: none"> <li>- Clear communication skills (basic English is required).</li> </ul>                                                                                                                                                                                                                                              | <p><b>5. التواصل والسلوك</b></p> <ul style="list-style-type: none"> <li>- مهارات تواصل واضحة (القدرة على استخدام اللغة الإنجليزية الأساسية).</li> </ul>                                                                                                                                                                                                |
| <ul style="list-style-type: none"> <li>- Respectful and cooperative with staff, passengers, and authorities.</li> <li>- Calm under pressure and good problem-solving skills (e.g., in case of breakdown or checkpoint delays).</li> </ul>                                                                                                                                                              | <ul style="list-style-type: none"> <li>- الاحترام والتعاون مع الموظفين والركاب والسلطات.</li> <li>- الهدوء تحت الضغط والقدرة على حل المشكلات (مثل الأعطال أو التأخير عند الحواجز).</li> </ul>                                                                                                                                                          |
| <p><b>6. Organizational Requirements</b></p>                                                                                                                                                                                                                                                                                                                                                           | <p><b>6. المتطلبات التنظيمية</b></p>                                                                                                                                                                                                                                                                                                                   |

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| <ul style="list-style-type: none"> <li>- Willingness to work flexible hours and sometimes extended shifts.</li> <li>- Understanding of humanitarian principles.</li> <li>- Cultural sensitivity &amp; respect when interacting with communities.</li> <li>- Experience in insecure environments.</li> <li>- Logistics awareness (loading/unloading, securing cargo, managing passengers).</li> </ul> | <ul style="list-style-type: none"> <li>- الاستعداد للعمل لساعات مرنة وأحياناً لفترات ممتدة.</li> <li>- فهم المبادئ الإنسانية.</li> <li>- الحساسية الثقافية والاحترام عند التعامل مع المجتمعات.</li> <li>- خبرة في البيئات غير الآمنة.</li> <li>- الإلمام بالجوانب اللوجستية (التحميل/التفريغ، تأمين الحمولة، إدارة الركاب).</li> </ul> |
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| <u>Vehicle Selection Criteria</u>                                                                                                                                                                                                                          | <u>معايير اختيار السيارة</u>                                                                                                                                                                                              |
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| <b>1. Legal &amp; Compliance</b> <ul style="list-style-type: none"> <li>- Registration and licensing up to date.</li> <li>- Insurance coverage (third-party or comprehensive).</li> <li>- Compliance with safety and environmental regulations.</li> </ul> | <b>1. المتطلبات القانونية والالتزام</b> <ul style="list-style-type: none"> <li>- تسجيل وترخيص ساري المفعول.</li> <li>- تغطية تأمينية (ضد الغير أو شاملة).</li> <li>- الالتزام بمعايير السلامة والأنظمة البيئية</li> </ul> |
| <b>2. Safety</b>                                                                                                                                                                                                                                           | <b>2. السلامة</b>                                                                                                                                                                                                         |

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| <ul style="list-style-type: none"> <li>- Availability of airbags, ABS, traction control, stability control.</li> <li>- Reliability of brakes, seatbelts, and lights.</li> </ul>                                                                       | <ul style="list-style-type: none"> <li>- توفر الوسائد الهوائية، نظام منع انغلاق المكابح (ABS)، نظام التحكم بالجر، ونظام الثبات الإلكتروني.</li> <li>- موثوقية المكابح وأحزمة الأمان والأضواء.</li> </ul>                                                                                                    |
| <p><b>3. Comfort &amp; Usability</b></p> <p>Seating capacity and comfort (legroom, headroom, seat adjustability).</p> <p>Air conditioning/heating performance.</p> <p>Cabin noise level.</p> <p>Suspension quality for different road conditions.</p> | <ul style="list-style-type: none"> <li>- <b>3. الراحة وسهولة الاستخدام</b></li> <li>- سعة المقاعد ومستوى الراحة (مساحة الأرجل، ارتفاع الرأس، إمكانية تعديل المقاعد).</li> <li>- كفاءة التكييف والتدفئة.</li> <li>- مستوى الضوضاء داخل المقصورة</li> <li>- جودة نظام التعليق لظروف الطرق المختلفة</li> </ul> |