

Driver

Syria - Damascus

Who are we?

The Danish Refugee Council assists refugees and internally displaced persons across the globe: we provide emergency aid, fight for their rights, and strengthen their opportunities for a brighter future. We work in conflict-affected areas, along the displacement routes, and in the countries where refugees settle. In cooperation with local communities, we strive for responsible and sustainable solutions. We work toward successful integration and – whenever possible – for the fulfillment of the wish to return home.

The Danish Refugee Council was founded in Denmark in 1956 and has since grown to become an international humanitarian organization with more than 7,000 staff and 8,000 volunteers. Our vision is a dignified life for all displaced.

All of our efforts are based on our value compass: humanity, respect, independence and neutrality, participation, and honesty and transparency.

DRC Syria

DRC has been operating in Syria since 2008, initially responding to the Iraqi refugee crisis before pivoting to a full-scale response to the Syria crisis from 2011 onwards. Our work encompasses the full cycle of displacement—responding to **life-saving humanitarian needs** and supporting community recovery until **durable solutions can be achieved**. DRC Syria takes an area-based approach to supporting internally displaced persons (IDPs), returnees, and host communities across our key sectors: Economic Recovery and Resilience, Protection, WASH, Shelter and Infrastructure, and Humanitarian Disarmament and Peacebuilding (including Humanitarian Mine Action).

With an established rapid response mechanism, DRC can **rapidly respond to emerging crises and shocks** to meet **acute emergency needs**. Recognizing the significant need for **early recovery and resilience programming** to ensure dignified, sustainable, and cost-effective solutions for fragile communities, DRC's programmes foster resilience for individuals and communities in situations of protracted displacement and during the initial stages of post-conflict recovery, towards a **durable solution of their choice**. With active portfolios in the neighboring countries of Jordan, Lebanon, Türkiye and Iraq, DRC offers a **cross-border, regional response** to the Syria crisis, through cross-border protection monitoring, advocacy, and trends analysis.

About the job:

Drive DRC staff and assets/equipment in a safe and reliable manner
Maintain the safety and good running condition of DRC vehicle being used

Duties and Responsibilities:

- Responsible for any vehicle he/she is driving, transporting authorized DRC personnel on official duty and cargo to the points of destination. This includes collecting materials from projects and suppliers
- Pick and drop the assigned users of vehicle
- Drive safely the passengers, keeping in mind the security of passengers and belongings
- Assist passengers to load and unload personal or official belongings
- Fill out the vehicle logbook and ensure passenger signature for every trip
- Ensure the car is always at minimum half a tank and to refuel when necessary
- Responsible for the designated vehicles being representative and clean (interior as well as exterior) at all times
- Perform general check up on the cars (engine oil, brake oil, tire pressure, wiper fluid, radiator fluid, etc.) to make sure the car is road worthy in the morning
- Ensure all vehicle's equipment and tools are clean and in place
- Physical inspection of all DRC-rented vehicles upon request by fleet manager
- Provide assistance in all procurement and supply requisitions of office and project equipment, supplies, materials, and furniture as tasked by Supervisor
- Other relevant task given by the supervisor
- Pick-up or delivery goods to or from the site
- Implement duties in line with the DRC Code of Conduct and represent DRC in a respectful and professional manner when interacting with local authorities, community members, and partners. a good way
- Respect of national driving laws

Experience and technical competencies:

- 5 years of proven driving experience in a similar position
- 5 years of Previous experience with INGO's and UN agencies is highly preferable
- Knowledge of local area
- Technical expertise in basic vehicle repairs
- Punctuality and respect for rules and procedures
- Must be able to maintain high level of confidentiality regarding work-related information and data
- Knowledge of logistics and procurement
- Fluency in local language

Education:

- Secondary school certificate
- Technical Diploma. (Preferable)
- Degree (Desired)

Languages:

- English: Good written and spoken
- Arabic

In this position, you are expected to demonstrate DRC's five core competencies:

- **Striving for excellence:** You focus on reaching results while ensuring an efficient process.
- **Collaborating:** You involve relevant parties and encourage feedback.
- **Taking the lead:** You take ownership and initiative while aiming for innovation.
- **Communicating:** You listen and speak effectively and honestly.
- **Demonstrating integrity:** You act in line with our vision and values.

We offer:

Contract length: one year - extension based on performance and funds

Level: Non-Management- J

Location: Damascus

Expected Start date: 15 September 2026

Application process:

Interested? Then apply for this position [Here](#)

All applicants must send a cover letter and an updated CV (no longer than four pages). Both must be in the same language as this vacancy note. **CV-only applications will not be considered.**

Applications close: **30 August 2026**

Need further information?

For further information about the Danish Refugee Council, please consult our website www.drc.org

DRC as an employer

By working in DRC, you will be joining a global workforce of around 6500 employees in around 35 countries.

We pride ourselves on our:

- Professionalism, impact & expertise
- Humanitarian approach & the work we do
- Purpose, meaningfulness & own contribution
- Culture, values & strong leadership
- Fair compensation & continuous development

DRC's capacity to ensure the protection of and assistance to refugees, IDP's and other persons of concern depends on the ability of our staff to uphold and promote the highest standards of ethical and professional conduct in relation DRC's values and Code of Conduct, including safeguarding against sexual exploitation, abuse and harassment. DRC conducts thorough and comprehensive background checks as part of the recruitment process.

If you have questions or are facing problems with the online application process, please visit drc.ngo/jobsupport.

Danish Refugee Council is an equal opportunity employer and we consider all applicants based on individual merit and qualifications, regardless of personal characteristics or attributes. We are committed to increasing the diversity of our workforce, aiming for a 50% balance of men and women in management roles and ensuring that at least 50% of management roles are filled by national staff. We recognize that a diverse and inclusive team is crucial for achieving our organizational goals and making a positive impact on the communities we serve.