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**Job Description**

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| **Position:** | Car with Driver |
| **Reports to:** | Supply Chain & Logistic Manager |
| **Location:** | Babil, Mahawil district |
| **Duration:** | 01 January 2022 – 30 April 2022 |
| **Start date:** | 01 January 2022 |
| **Deadline for Submission** | 22 December 2021 |

1. **Overview**

**Background;**

OROKOM has been operating in Iraq since 2009, to respond to the needs of the most vulnerable people affected by ongoing conflict in Iraq. OROKOM has a country office in Baghdad, and area offices in Wassit, Anbar and Basra. OROKOM national program strategy for 2018-2020 is to empower the communities in all governorates of Iraq and assist the vulnerable and affected groups to re-integrate with the community through focusing on Education, Agriculture, Income Generation, WASH and shelter interventions, Security Sector and Social Cohesion and social assistance. OROKOM’s target population will be new underserved communities and locations, with a focus on IDPs returning to destroyed and disrupted communities unable to reintegrate due to insecurity and responding to short-term displacement as a result of localized conflict and asymmetric attacks.

**Purpose of the Role:**

The purpose of the Driver position is to implement day to day support functions. Driver will provide support and assistance to the OROKOM staff in matters related to transportation within Babil, Mahawil district and other provinces as needed and planed. The position will be based in Babil, Mahawil district Office.

**Responsibilities**

* **Key Responsibilities**
* The safe transportation of OROKOM personnel
* The safe transportation of OROKOM materials
* The care and maintenance of the vehicles and their accessories
* Minimum two years’ work as a professional driver
* Provide good condition car of 2012 model.
* No road safety-related fines or convictions Thorough knowledge of road rules and regulations.
* Skills in routine vehicle maintenance and minor repair
* Knowledge (or ability to quickly learn) of HF, VHF and satellite communications equipment
* Team spirit and problem-solving abilities
* Able to carry out limited, un-supervised tasks
* Drivers must display an attitude and behaviour that reflects well on both themselves and OROKOM.
* Perform any other related duties as required

**Qualifications**

* **Job and person specifications**
* A minimum secondary school, preferably college degree with Valid driving license. The candidate should have knowledge on first aid, defensive driving courses.
* Highly preferably previous experience with NGOs
* Written and spoken; Arabic, English language will be a privilege.
* Preferably previous training in first aid, defensive driving courses
* Excellent interpersonal and communication skills
* Ability to work under pressure.

**Notes:**

* The post will be for (4) four months contract duration with possibility of extension- subject to funds and satisfactory performance.
* Duty Station:  Babil, Mahawil district, Iraq
* Attach your updated CV in English (recommended length 1-4 pages)
* Only short-listed candidates will be contacted.
* The completed CV should be sent no later than 22 December 2021 and to the following emails

[ali.salem@orokom.org](mailto:ali.salem@orokom.org)

[director@orokom.org](mailto:director@orokom.org)

* This position has been advertised on the following website and social media: [https://orokom.org/](https://orokom.org/car-with-driver/) and <https://www.facebook.com/Orokom.iq/>