

JOB VACANCY

The French Institute of Jerusalem is recruiting for the position of driver

Title: Driver

Department: French Institute of Jerusalem

Type of contract: local basis contract for 1 year with possibility for a permanent contract

Starting date: April 1st 2022

General duties

The driver shall vehicle the staff members, personalities and visitors; as well as distribute pouches in Jerusalem, Israel and West Bank. The driver shall respect the driving road code, security rules and vigilance while driving. He should also maintain the vehicles (interior and exterior) in perfect shape.

Main tasks

- Vehicle the staff members and visitors for their meetings and field visits
- Distribute the mail for local authorities and/or partners
- Deliver pouches for destination and postal services
- Ensure the mail distribution between different branches of the French Institute and the departments of the Consulate general
- Ensure the maintenance follow-up of the vehicle and license renewal
- Ensure cleanness of vehicles (internal and external)
- Make sure that vehicles are always full of gasoline and ready for use at all times

Qualifications required

Studies and/or professional experience	<ul style="list-style-type: none">- 4 years of experience as a driver- Holder of a valid Israeli driving license- Basics in first aid
Languages	Fluent in English and Arabic, good knowledge of Hebrew, French language is a plus
Computer knowledge / software	Use of internet sites for search (locations and itineraries)
Other	<ul style="list-style-type: none">- ability to work in multicultural environment- flexibility and availability is required (variable working hours)- patience and confidentiality- good presentation- no judicial history

Recruitment conditions

- Full time position, 5 days per week
- Variable working hours according to need
- Local contract, salary according to the salary scale of the French Institute of Jerusalem
- Probation period of 3 months

To apply

- **This position is exclusively open for candidates residents of the country, holder of a working permit and holder of an Israeli driving license**
- The candidate shall send : CV (in English or French), copy of the Id, copy of driving license, reference persons details
- **Deadline is March 18th 2022** by email to the following address : lisa.liarte@diplomatie.gouv.fr
- Please indicate « Driver Position » in the email subject
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