



Detailed announcement

Driver [Full Time position]

The Representative Office of Switzerland (SRO) in the occupied Palestinian territory (oPt), wishes to recruit a fulltime **Driver**. The recruitment will be facilitated through Excellence Hire.

The Representative Office represents Switzerland's interests in the Occupied Palestinian Territory, implements Switzerland's development cooperation and humanitarian aid on the ground and handles consular affairs.

The Driver is responsible for safely and efficiently operating vehicles of the SRO's fleet including armored vehicles and providing superior customer service to assigned routes. The driver executes missions in various areas where the SRO operates, e.g. Westbank, (Gaza), Jerusalem, Israel, Jordan. The Driver ensures the commuting of staff between Jerusalem and Ramallah.

The main tasks include:

- **Driving:** Plans, prepares and executes transportation missions of persons, goods, messages.
Operates SRO's vehicles safely and efficiently.
Coordinates movements with the Movement Control.
Customer's service.
- **Maintenance, administration, controls:** Performing pre- and post-trip inspection of vehicles, documenting and reporting any mechanical or safety issues.
Maintaining and updating vehicles and driver logs.
Executing maintenance duties according to instructions, fuel tanking, bringing vehicles to services providers, etc.
Planning engagements and absences with supervisor and colleagues.
- **General support to the Representative Office:** Payments of invoices, bank, logistics, messenger services. Visa desk: phone calls, translation, photocopies, give back passports. Handling consumables such as paper loading, filling up water, coffee machine, etc.
- **Substitution and other tasks:** Substitution of other drivers. Other tasks according to the exigencies of the service.



Essential skills:

- Valid driver's license, including armoured vehicles (C1)
- Minimum 5 years of experience in a comparable position (driving, maintenance, safety).
- Ability to drive armoured vehicles. Knowledge of driving rules and regulations, chauffeur protocol and courtesies, and local roads and conditions, and defensive driving skills.
- Discretion. Pronounced customers' service orientation. Exemplifying integrity.
- Fluent in Arabic and with good English, good spoken Hebrew. Valid driving licence.

Location:

- Ramallah

Please note that the position requires regular commuting courses between Jerusalem and Ramallah.

Salary:

The salary for this position is defined by the Organization salary scale and commensurate with experience and qualification.

Application

If your profile corresponds to the specific skills and profile, please follow this link and apply:

<https://docs.google.com/forms/d/e/1FAIpQLSer4HD-r0aLOJCV4e2jCQFWfMeDq5TiAqjDtC4ciEnTDjyv6Q/viewform?usp=sharing>

For any questions, please contact hire@c4-oe.com



Social media version



WE ARE HIRING A FULL-TIME DRIVER!!

Ramallah | Commuting between Jerusalem & Ramallah

 **APPLY NOW**

For inquiries: hire@C4-OE.com



 **We're Hiring a Driver – Full Time position** 

 **Location: Ramallah**

 **Apply Now!**

The **Representative Office of Switzerland in the oPt** is looking for a **full-time Driver** to join its team! This role involves safely transporting staff and goods, operating armored vehicles, and ensuring efficient travel between **Jerusalem and Ramallah**, as well as other locations (West Bank, Gaza, Israel, Jordan).

◆ **Requirements:**

- Valid C1 Driving License (including armored vehicles)**
- 5+ years of professional driving experience**
- Fluency in Arabic, good English, and spoken Hebrew**
- Strong knowledge of roads, traffic rules, and defensive driving**
- Discretion, customer service skills, and integrity**
-  **Competitive salary based on experience & qualifications**

If you meet the criteria, apply now through this link:

<https://docs.google.com/forms/d/e/1FAIpQLSer4HD-r0aLOJCV4e2jCQFWfMeDq5TiAqjDtC4ciEnTDjhv6Q/viewform?usp=sharing>

For inquiries, contact us at hire@c4-oe.com.

Deadline for Applications: March 12, 2025

Know someone who fits? **Share this post!**  #Hiring #DriverJob #Ramallah #Employment #JobOpportunity