**Position: Driver**

**Contract duration:** 9 months (renewable)

**Location**: Athens, Thessaloniki

**Starting Date**: ASAP

**Status:** Full Time

**Background on SolidarityNow**

SolidarityNow (SN) was founded in 2013 upon an initiative of the Open Society Foundations (OSF). SN acts as a network of people and organizations working together to alleviate the suffering of those worst affected by the socio-economic crisis. Until now SN has supported and funded over 70 projects around Greece in the areas of legal, medical, psycho-social support, education and culture, job-creation and support to refugees amongst others.

SN’s initial intervention took place in the wider area of Thessaloniki and Athens through Solidarity Centers; these are “one stop shops”, hosting a variety of civil society organizations and covering a wide range of relief and context-related services and actions (i.e. medical aid, legal and psycho-social support, employability support, human rights monitoring, promotion, protection and advocacy).

**Duties and Responsibilities**

As a part of a small but dynamic team in Athens or Thessaloniki, the Driver will carry out the following activities:

* Provide transport to Solidarity Now project or programme staff, associates, partners, guests, visitors and beneficiaries with the organization’s designated cars;
* Drives Solidarity Now’s vehicles to/from authorized destinations upon request and according to the information received;
* Carries out maintenance, oversees safety and security for vehicles and ensures the vehicles are in good working order (incl. check oil, water, battery, brakes, tires, etc.);
* Performs minor repairs, arranges for other repairs and ensures that the vehicle is kept clean;
* Completes the vehicle log correctly (incl. official trips, daily mileage, gas consumption, oil changes, greasing) and conscientiously in accordance with standards;
* Reports to the supervisor regarding any issue relative to the vehicles such as fuel consumption, need for service/and or repairs;
* Provides travel and transport arrangements as planned by the supervisors;
* Takes account of all available information on road conditions, accessible routes and locations;
* Performs other duties indicated by the supervisor such as errands for the project, programme or office and help with transporting goods;
* Demonstrates flexibility regarding working hours and traveling to the field of operations.

**Qualifications, skills and experience**

**Essential**

* At least 3 years of similar experience proven by relevant references;
* Secondary Education Certificate (or an equivalent technical or commercial school certificate);
* Valid driving license for Category B vehicles;
* Previous experience of working in the NGO sector with non-governmental organizations or other international agencies;
* Willingness to work in a multi-cultural environment and being part of a diverse team, demonstrating cultural sensitivity and applying solidarity in action;
* High level class driving experience including a very good knowledge of Athens/Thessaloniki roads network;
* Able to perform basic repairs and maintenance work;
* Proactive, honest, integral, kind and cooperative.

**Desirable**

Good knowledge of English is a strong advantage.

If you are interested in applying, please fill send your CV and reference letters to recruitment@solidaritynow.org by March 15th, 2016 (EOB), mentioning in the email subject “Driver\_Athens” or “Driver\_Thessaloniki” (depending the location of your choice).

SN is an equal opportunity employer. Persons with disabilities and from vulnerable and disadvantaged groups are strongly encouraged to apply.

Due to the urgency of recruitment, SN reserves the right to complete the process even before the deadline for CV submissions.