Driver – Vehicle Manager

Civipol has been selected by the European Commission to implement the Partnership Against Smuggling of Migrants and Trafficking in Human Beings in Egypt (PACSOM) project. The project officially started in January 2025.

This four-year project, funded by the European Union, aims to contribute to an improved national response, based on rights and gender sensitivity, to combat migrant smuggling and human trafficking in Egypt.

The project is composed of :
- 1 project coordinator
- 1 long-term training expert
- Non-principal experts, recruited along the duration of the project.

The project's operational base is located in Cairo, Maadi district.

LIMITE DE CANDIDATURE

05 Septembre 2025

DURÉE DE LA MISSION

Long Terme

ZONE GÉOGRAPHIQUE

Afrique

Job description

The main mission of the “driver, vehicle and equipment manager” is to assist the project manager and the main and non-main experts in their daily activities as part of the implementation of the PACSOM project.

He/she will be required to contribute to the day-to-day implementation of the project, including driving Civipol experts and staff, as well as administrative monitoring and maintenance of project vehicles and equipment. He/she will report to the project manager.

Driver duties
- Drive senior and non-senior experts to their various professional appointments in Cairo and elsewhere;
- Pick up and accompany all senior and non-senior experts, as well as Civipol headquarters staff, to and from the airport;
- Take care of any professional errands necessary for the smooth running of the project (delivering documents, delivering training materials, etc.).

Vehicle manager duties
- Ensure that vehicles are in good working order and clean at all times (full tank of gas, regular car washing, regular vehicle maintenance, repairs, etc.);
- Contribute to keeping vehicle documents in order (license plates, vignette, registration documents, insurance, various taxes, etc.);
- Contribute to any other tasks required as part of the project's activities and related to the use of vehicles..

Even in the absence of the project manager, all of these tasks are carried out in accordance with Civipol's rules and procedures by the driver, who is responsible for vehicles and equipment and is based in Cairo, Egypt.

Required skills and profile

Education
- Driver's license

Experience
- Experience in a similar position (particularly as a driver) is essential

Interpersonal skills:
- Punctuality ;
- Availability ;
- Sense of priorities and initiative;
- Excellent knowledge of Cairo ;
- Fluency in Arabic and English (read, written, spoken), French is an asset
- Knowledge of mechanics.

Please send your applications (CV) electronically to the following email addresses:

- julianne.o-boulou@civipol.fr, Julianne ONGONG BOULOU
- eric.segura@experts.civipol.fr, Eric SEGURA

Please mention in the subject line ‘Application for the position of Administration, Finance and Logistics Officer’.

Incomplete applications will not be considered.

