



Job title: Project Car (Service Contract) Driver

About the NGO:

Voice of Old People and Family (VOP Fam) is a humanitarian, developmental and relief, not-for-profit and non-governmental organization working to achieve a better life for older people and their family members on the basis of a human rights approach. VOP-Fam is registered with the Kurdistan regional government (according to the letter no. 9901 dated October 6th, 2004 issued by the Ministry of Interior) and reregistered with the Directorate of NGOs of the Kurdistan regional government (letter no. 452 dated April 28th, 2013). VOP-FAM is also registered with the Iraqi federal government (letter n. 3554 dated Feb. 27th, 2018). VOP-Fam's main office is located in Dohuk city but runs projects and activities in a number of other Iraqi cities and towns such as Erbil, Sulaymaniyah and Ninawa Governorates.

Introduction:

The Kurdistan Region of Iraq (KRI) has faced multiple humanitarian and financial crises in recent years, exacerbated by ongoing conflicts with the federal government. These challenges intensified with the arrival of a significant number of internally displaced persons (IDPs) and refugees, particularly to the Duhok governorate, following conflicts with ISIS and regional instability. The sudden influx of IDPs placed immense pressure on the region's already strained infrastructure and public services, creating economic burdens that compounded the effects of a pre-existing financial crisis. Social cohesion has also been tested, as local communities struggled to absorb the new populations while dealing with their own hardships. This combination of crises has further strained the capacity of the Kurdistan Regional Government (KRG),

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KRO, close to Haji Ahemd mosque.
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NGO



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و خێزانی

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highlighting the need for external support and long-term planning to stabilize the region and restore social harmony.

Goal:

The project aims to rehabilitate schools and enhance the educational infrastructure in the Kurdistan Region of Iraq, particularly in Luzhen, Mazkin and Shahidan schools. Due to years of neglect and over-reliance on these temporary schools, many educational facilities are in dire need of repairs and upgrades. This project will focus on restoring these schools to provide a safe and conducive learning environment, ensuring that children have better access to quality education. Additionally, the project will address protection concerns by creating a secure environment that supports the psychological well-being of students, especially those affected by displacement. Legal assistance will also be provided to ensure children without documentation can enroll in school, removing barriers to education. Ultimately, the goal is to restore educational stability and provide children with a solid foundation for their future.

Our values, principles and beliefs:

- Child abuse involves the abuse of children's rights, which is unacceptable.
- Protecting the children is a commitment when we work.
- All children have equal rights to protection from abuse and exploitation.
- The situation of all children must be improved through promotion of their rights as set out in the UN Convention on the Rights of the Child. This includes the right to freedom from abuse and exploitation.
- When we work with or through partners, they have a responsibility to meet minimum standards of protection for children in their programs.

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Our commitment:

Members of the VOP FAM have a commitment to prevent child abuse or any type of violations against the

children during their work in the office and the field and to provide what is needed for the protection of

the children. We are committed to protecting all children from all forms of abuse, violence, neglect and exploitation and to promoting their well-being and development. We are also committed to protecting children from injury or other harm caused by the way we organize, fundraise, design, plan, implement, monitor and handover our activities.

We take a zero-tolerance approach to all abuse and exploitation against children and all VOP FAM's representatives are prohibited from taking part in any exploitation or abuse of children.

Our values and policies shall apply across all geographical locations of the organizations' work across Federal Iraq and Kurdistan, and across all types of projects.

this Policy shall apply equally to all:

- Board Members and Board of Trustees members.
- staff – permanent or temporary.
- Associates of the organization – including community workers, volunteers, interns, consultants, contractors/suppliers, and others working under the auspices of your organization.
- To the organizations' projects – including donors.
- Partner organizations

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و خيزاني**

ريڤيراوا ناحكومي

NGO Name: VOP-Fam

Contact Name: Logistic

Contact Email: Jiarbr@vopiraq.org

Job Information

Contract Duration: Tow Monthe

Governorate Duhok

Nationality: Iraqi

Working Hours: Full Time

Requirements

Education: Bachelor Degree

Degree Title: Driver with Vehicle

Minimum Experience 3 Year

Published Date: 2024-11-05

Deadline Date: 2024-11-11

Location

[Duhok, Iraq]

Deadline: 10.11.2014, 2:00 PM

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Description (terms)

1. High school diploma or equivalent
2. The owner of the vehicle should be able to provide with evidence he is the legal owner of the vehicle, or that he has authority to offer the vehicle for rental to the Foundation;
3. At least 2 years' experience in the relevant position;
4. Must have the ability to read and write Kurdish Language. English or any other language is an advantage;
5. Working knowledge of vehicle safety and control systems;
6. Knowledge of regulations governing driving, inspection and maintenance;
7. Knowledge of traffic rules and accident procedures.
8. Strong interpersonal and communication skills.
9. Able to work to tight deadlines and under pressure

Qualifications & Preferred Skills

- Be able to prioritize tasks.
- The ability to think critically and to recommend good solutions to problems.
- Strong organizational skills.
- Fluent Kurdish, other language is advantages.
- Able to work to tight deadlines and under pressure.
- Experience in logistics and accounting.
- Movement of staff to/from the office in DUHOK to the (DUHOK Fild, SHARYA and SUMEL).
- Valid Driving Licenses.
- Provide a **Pickup 4*4** car with a model not lower than **2022**.
- The odometer is less than **50,000 km.**** Valid car licenses.

Working hours and leave/Withdrawal policy

- (1) The regular time shall comprise of 40 hours on average per week, excluding holidays.
- (2) The employee is entitled to 1.5 days of paid annual leave per calendar month, such leave can be accumulated, however only 6 days of leave may be carried out to the next calendar year.

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- (3) The employee is entitled to 2 days of sick leave per calendar month, only one day of leave may be considered through a verbal notification, sick leave requests for more than 2 days can only be approved following the submission of a certified medical report.
- (4) If the employee has any intention for termination prior to his/her working duration ends, he/she must inform the Employer one months before termination.

Includes contract

- Car rent
- Driver Wage
- Fuel
- Maintenance and services for the car

Sent To Logistic Manager: Jiarbr@vopiraq.org

Didline: 10.11.2014



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