

# Driver/Clerk

Job Opening

**Job Opening ID:** 286593

**Job Network :** -

**Job Family :** -

**Category and Level :** Affiliate Personnel – Consultants/Individual Contractors, CON

**Recruitment Type :** Individual Contractor

**Duty Station :** THE HAGUE

**Department/Office :** International Residual Mechanism for Criminal Tribunals

**Date Posted :** Oct 16, 2026

**Deadline :** Oct 26, 2026

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## Result of Service

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The effective and efficient delivery of transportation, logistics, courier, and administrative support services to ensure the smooth functioning of IRMCT operations. This includes coordinating transportation needs, safely transporting officials and VIP guests, maintaining a roadworthy vehicle fleet, managing mail and courier services, arranging alternative transport when required, and providing administrative support across transport, supplies, property management, receiving and inspection, and invoice verification functions, while performing additional duties as assigned to support organizational objectives.

## Work Location

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The Hague

## Expected duration

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Until 31st December 2026

## Duties and Responsibilities

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**Organizational Setting and Reporting:** This position is located in the Administrative Section of the Registry of the International Residual Mechanism for International Criminal Tribunals (IRMCT), The Hague branch. The incumbent will work under the general supervision of the Supervisor, Transport and Logistics Unit in The Hague and will be responsible for supporting the work of the General Services Section at the Hague branch. **Duties and Responsibilities:** • Daily co-ordination of the IRMCT transportation requirements • Driving of IRMCT officials and VIP guests of the IRMCT • Provision of local courier services • Arranging alternate transport on work overflow or absence of driver (taxis, rental of vehicles, etc.) • Ensuring that the IRMCT vehicle fleet is maintained and in safe operational condition. • Assist the Supervisor of the Transport and Logistics Unit with various administrative tasks, i.e.; o General transport-related administrative support o Sorting and preparing

incoming and outgoing Mail, pouch, and Courier o Assist the supplies unit with the Issuance and ordering of Office Supplies and Stationery o Assist the Property Management Unit o Assist the Receiving and Inspection Unit o Assist with the verification of invoices related to services and goods received o Any other ad hoc duties as required and appropriate within level

## Qualifications/special skills

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**EDUCATION:** A high school diploma is required. A valid driving license (category B) is required. VIP driving certification such as CCV-D1 (or international equivalent) is desirable. **EXPERIENCE:** A minimum of two years of experience as a passenger driver with a safe driving record is required. Possession of a valid driving licence with the appropriate categories authorizing the operation of light motor vehicles and minibuses, in accordance with Dutch road traffic regulations, is required. Experience in driving a variety of makes and models of vehicles, including vans and other kinds of motorised vehicles, is required. Experience of working in an office environment, preferably in an international environment, is desirable.

## Languages

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English and French are the working languages of the Mechanism. For this position, fluency in English is required and knowledge of Dutch is desirable.

## Additional Information

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a. There is no expectation of employment by the United Nations at the end of the contract, and the contractor cannot apply for a regular position at FS6-FS7 or Professional level in the Mechanism or the UN Secretariat during the period of the consultancy or six months immediately following the expiration of the contract. b. Keep confidential any information to which they may have access in the course of the consultancy; c. Any written work which contains information obtained during the consultancy shall not be published without prior explicit authorization from the Registrar of the Mechanism. This position is subject to local recruitment. Only applicants authorized to work in the duty station and currently living in the duty station or within commuting distance may apply for this position.

## No Fee

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THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.