Terms of Reference (ToR)

Driver – RESWATER Project

Project: RESWATER – Non-Conventional Water Resources for Resilient Urban Water Management

Programme: Interreg NEXT MED 2021–2027

Contracting Authority: Ministry of Water Resources and Irrigation (MWRI), Egypt

1. Background

The Ministry of Water Resources and Irrigation (MWRI) is implementing the RESWATER Project, funded by the European Union under the Interreg NEXT MED Programme. The project aims to promote the sustainable use of Non-Conventional Water Resources (NCWR) through demonstration activities, technical cooperation and capacity building.

To support the project's operational and administrative activities, MWRI seeks to recruit a qualified and experienced **Driver**.

2. Objective of the Position

The Driver shall provide safe, reliable and timely transportation services for project staff, consultants, and authorized personnel, as well as support the project's logistical activities in accordance with MWRI regulations and project requirements.

3. Main Responsibilities

The Driver shall:

- Transport project staff, consultants and authorized personnel to meetings, field visits and other project-related activities.
- Ensure safe, punctual and responsible driving in compliance with traffic regulations.
- Maintain the assigned vehicle in good operational and clean condition.
- Conduct routine vehicle inspections and promptly report any technical issues or maintenance requirements.
- Maintain accurate vehicle logbooks, trip records, fuel consumption records and other relevant documentation.
- Assist with the transportation of project documents, equipment and materials when required.
- Coordinate transportation arrangements with the designated project representative.
- Ensure the confidentiality and proper handling of project-related information.
- Comply with MWRI policies, safety requirements and instructions issued by the project management.
- Perform other related duties as assigned.

4. Required Qualifications and Experience

- Egyptian nationality.

- Valid Egyptian driving license of the appropriate category.
- Minimum secondary education; higher qualifications are an asset.
- Minimum five years of professional driving experience.
- Good knowledge of roads and routes within Cairo, the New Administrative Capital and other governorates.
- Demonstrated commitment to safety, punctuality, reliability and professional conduct.
- Good communication and interpersonal skills.
- Ability to maintain vehicle records and basic documentation.
- Previous experience with governmental entities or international projects is an asset.

5. Contractual Conditions

- **Position:** Driver.
- **Employment Type:** Full-time.
- **Duty Station:** Ministry of Water Resources and Irrigation, Government District, New Administrative Capital, Egypt.
- **Contract Duration:** As specified in the employment contract, subject to project needs and availability of funds.
- **Remuneration:** As determined by the project in accordance with the approved budget and contractual arrangements.

6. Application Requirements

Applicants shall submit the following documents:

- Updated CV.
- Copy of valid national ID.
- Copy of valid driving license.
- Relevant educational and experience certificates, where available.

Applications shall be submitted in Arabic or English by **22 November 2026**.

7. Submission of Applications

Applications shall be addressed to the Project General Director:

Prof. Dr. Reham Mohamed ElKorashey

Ministry of Water Resources and Irrigation (MWRI)

Government District, New Administrative Capital, Egypt.

Email: reswater.mwri@gmail.com

reham.elkorashey@gmail.com

Email Subject: Application – Driver – RESWATER Project

Late or incomplete applications will not be considered. MWRI reserves the right to conduct interviews and select the candidate best suited to the position. The publication of this call does not obligate MWRI to award a contract.