The United States Peace Corps program in the Philippines seeks qualified candidates for the following position for a three to four month service.

DRIVER/GENERAL SERVICES ASSISTANT

(Code: D/GSA)

**TYPE OF CONTRACT: Personal Services Contract**

**June – September 2018**

**BASIC FUNCTION OF POSITION:**

The Driver/General Services Assistant (D/GSA) provides dedicated logistical and administrative support to the training program during the Pre-Service Training (PST) to facilitate staff and trainee travel, supplies purchases and equipment transportation. The D/GSA receives guidance from and reports to the Training Manager, in close coordination with key staff of the PST and Training Unit. The D/GSA will be required to follow a six-day workweek, with additional preparation time and activities in the evening, and on weekends and holidays.

**DUTIES AND RESPONSIBILITIES:**

* Organizes with the help of the Training Manager(TM), key staff of the Training Unit, and the Language and Cultural facilitators (LCFs) logistical support necessary to facilitate staff and trainee travel, supplies and equipment transportation.
* Drives vehicle on a daily basis as requested/scheduled adhering to all Philippine and Peace Corps regulations regarding the use of motorized vehicles.
* Manages data log for all vehicles to indicate kilometers driven, gasoline purchased and maintenance services required.
* Cleans and inspects vehicles weekly.
* Provides physical labor when requested regarding office needs.
* Assists in the preparation and reproduction of training materials and administrative documents.
* Attends staff meetings to solicit logistical needs for the training program.
* Meets with the TM, Training Assistant and Training Support Staff on a weekly basis to discuss logistical conditions, upcoming requirements and concerns of PST staff and trainees.
* Able and accessible to trainees to provide cultural information/insight
* Maintains a professional and positive public image with the training staff, trainees and the local community demonstrating an effective cross-cultural working relationship.
* Works closely with all PST staff.
* Couriers cash and/or purchase orders from various vendors who furnish supplies and/or services to PST training sites.
* Assists in packing and unpacking PST materials, supplies and equipment.
* Makes an inventory of training materials, supplies and equipment after PST before these are transported back to Manila.
* Performs other support tasks as determined by the Training Manager.

**QUALIFICATIONS:**

* Graduate of any 2 or 4 year College or vocational course, preferably with three years relevant work experience in community development work.
* Three years or more experience working as a Driver
* Proficient in English and Filipino (Tagalog) or other Philippine languages (Bicolano, Ilocano, Waray, Cebuano);
* Proficient in the use of computers;
* Demonstrates cross-cultural communication skills;
* Hardworking, responsible, flexible and a good team player;
* Ability to perform administrative responsibilities efficiently and in compliance with Peace Corps regulations and Policies;
* Prior satisfactory to excellent work experience with a developmental agency or organization, as well as experience in a cross-cultural working environment, is an advantage.

**COMPENSATION:**

* Competitive daily rate
* Travel allowance to and from Manila *(for staff coming from outside NCR, & outside of nearby provinces such as Laguna, Cavite & Antipolo)*
* Lodging provision in Manila *(for staff coming from outside NCR, & outside of nearby provinces such as Laguna, Cavite & Antipolo)* and at Training sites in Bataan
* Communication allowance

**REQUIREMENTS:**

* Holder of an NBI clearance
* Holder of a current professional driver’s license, with at least 5 year experience as a driver
* Ability to work long hours and perform all activities required for the role;
* Willing to stay in a community outside Manila for 3months

**APPLICATION PROCEDURES – HOW TO APPLY:**

**Via email (preferred):**Send application letter and resume to pstvacancy@ph.peacecorps.gov, in pdf format of not more than 5 MB. **Important: CV should include three (3) character references, one of whom should be a former supervisor at work. Please provide complete name, designation, company, contact number and correct/current email address for all character references.** ID picture is not required in the application. Please do not email documents that are not asked for.

**Personal or courier delivery:**

Submit all required documents to -
US Peace Corps (Phils) – Attn: HR Unit
6th Floor PNB Financial Center, Macapagal Avenue, Pasay City

**Application is open until position is filled.**

Note: We will only contact applicants who are being considered. No need to follow-up. Thank you for your understanding.

**EQUAL EMPLOYMENT OPPORTUNITY**The Peace Corps is both a federal agency and a vehicle through which American citizens offer needed assistance to people around the world and, in doing so, promote greater cross-cultural understanding between Americans and the people of the host countries. The fulfillment of the Peace Corps’ mission to foster greater understanding among the world’s citizens requires that we adhere to the highest standards with respect to equal employment opportunity for all Volunteers, employees, and applicants. Discrimination based on factors that have no bearing on a person’s ability to serve and perform his or her duties is not permitted and will not be tolerated.