



U.S. PEACE CORPS – MOROCCO
VACANCY ANNOUNCEMENT
DRIVER

OPEN TO: All Interested, Qualified Candidates
POSITION: **Driver**
DUTY STATION: Rabat,
Morocco DATE OF ENTRY ON DUTY: July 2018
SALARY LEVEL: An annual gross total pay of 112 190 **MAD**, based on 40-hours/week including allowances, competitive bonus and benefits package. This amount represents a total pay based on the candidate's verifiable salary history and/or experience. In addition to annual base salary, the US Peace Corps offers an attractive, competitive package of benefits, including CIMR, CNSS, Health and Disability Insurance, Annual Leave and other benefits.

DEADLINE FOR APPLICATIONS: Close of Business – May 27, 2018

The United States Peace Corps seeks a qualified individual to serve as a contracted Peace Corps Driver. The desired start date for the selected candidate will be July 1, 2018. The Driver transports Peace Corps staff, Volunteers and other personnel conducting official Peace Corps business. S/he ensures that vehicles are properly maintained and operated according to Peace Corps and US Government guidelines and manufacturer specifications. The Driver will also be required to perform other activities to support Peace Corps' operations. These tasks will include but not be limited to logistical/procurement activities; administrative support to the general services/admin units; or assisting in other areas.

One or more candidates may be selected from this advertisement, based on need and availability of funding.

JOB RESPONSIBILITIES [Full description of all duties will be listed in the Driver's Statement of Work]:

Transportation and Vehicle Maintenance

- Provides safe and courteous transportation to passengers as assigned.
- Is available to provide official transportation during the work day as well as at times outside established office hours to accommodate the needs of Peace Corps. Examples include meeting passengers upon flight arrivals, transporting passengers to official functions, after regular business hours, driving to Peace Corps events or volunteer sites, etc.
- Operates vehicles in accordance with the traffic laws of Morocco and policies of Peace Corps and the United States Government. Practices defensive driving techniques.
- Insures the safety and security of all passengers (including the driver himself) and Peace Corps vehicles and property by adhering to driving safety and security guidelines including, but not limited to, wearing seatbelts, no smoking/texting/phone calls while operating vehicle.
- Reads and understands the appropriate procedures to follow in the event of an accident, per MS 524.
- Maintains detailed vehicle logs for all travel in the Peace Corps vehicles. Submits logs as directed.
- Assumes responsibility for the safe storage of vehicles at Peace Corps facilities, as well as in acceptable locations when traveling over night to other cities. Procures fuel and automotive supplies as needed.
- Cleans and keeps the vehicles orderly. Maintains a safe, secure and clear garage facility.
- Must be willing to travel and work extended hours or irregular hours when necessary, as well as be able to remain overnight(s) outside of Rabat as required to perform duties. Credit time off in lieu of overtime may be accrued and used according to established procedures at Post.
- Provides driving services and accompanies PC cashier (or delegate) while transporting cash to and from Peace Corps office. Assists the Cashier or other Peace Corps staff in making payments and small purchases.
- Obtains appropriate advances for travel and to make purchases or arrange for services. Clears all advances in a timely manner not to exceed three days but as soon as possible in all cases.
- Submits all receipts properly translated.
- Completes all required Peace Corps trainings including confidentiality, harassment, and safety/security topics as mandated by Post or Peace Corps Washington.
- Treats information obtained – read or heard - confidentially and with sensitivity.
- Performs in a professional and appropriate manner at all times.

Other Administrative, Logistical or General Support Tasks

- Provides support to Peace Corps staff during site visit events, Pre-Service Training, conferences, etc.
- Assists the GSM or other designated staff member when Volunteers depart post. These tasks include going to a site to help inventory and collect Volunteers' belongings, assisting with other related tasks, etc.
- Assists Regional Managers and other staff by conducting market basket surveys while in the field.
- Picks up/delivers mail, documents, and packages to/from post office, the U.S. Embassy or other designated sites on a daily or as needed basis. Assists in sorting and distribution of mail.
- When not performing other duties, reports to the General Services Manager to see if there are any items requiring attention. Such work may include, but is not limited to, loading and unloading of supplies, equipment, furniture, etc.; reorganization of offices and/or residences, cleaning of territory, covering phones in the office, etc.
- Participates in the main office phone duty roster. Provides relief or back-up coverage to answer phones during lunch or other hours as assigned.
- Is available for duty on a 24-hour basis, in order to respond to emergencies involving volunteers or staff. Will be expected to work additional hours as needed, including holidays and weekends, to coordinate and provide support to Peace Corps during extraordinary events and official functions.
- Immediately communicates Volunteer safety and security concerns and issues to the Safety and Security Manager and Country Director.
- Performs other duties and responsibilities as assigned. Manager and Country Director.

MINIMUM QUALIFICATIONS REQUIRED:

- **Education:** Completion of High School.
- **Prior Work Experience:** Three years driving experience as a professional chauffeur, preferably with an international organization.
- **Language Proficiency:** English proficiency. Fluency in Arabic with knowledge of French.
- **Job Knowledge:** Understand all driving rules and regulations. Familiarity with roads in other regions of Morocco.
- **Skills:** Basic auto maintenance knowledge. Ability to communicate effectively with English-speakers by phone/ in - person and to handle other required duties of the position. Must have basic computer literacy skills.
- **Be a Moroccan citizen** (Applicants must note their citizenship status on their CV/Resumes)
- **Possess Category B driver's license with clean driving record** and 3 years professional driving experience. (Applicants must note on their CV/Resume if they have a driver's license with required experience)

Abilities: Must exhibit good judgment, courtesy, tact and professionalism when interacting with Volunteers, staff and other passengers. Ability to make sound decisions on weather and road conditions at all times. Possess a positive attitude; be a team player with flexibility and patience to perform the job under general instructions. Driver will also be required to perform manual labor or tasks that involve lifting and bending.

For consideration, all applicants must submit a Resume (CV) together with a Cover Letter stating in detail how their education and experience fulfill the requirements of the position. Submitted material must address all listed requirements.

Both Cover Letter and Resume (CV) must be type written in English and emailed by closing deadline to:

hr@ma.peacecorps.gov

Please include the title of the position for which you are applying in the subject line of your email.

Only applicants selected for interviews will be notified by telephone and/or email.

All experience, skills and qualifications will be verified. Employment is contingent on a favorable security background check.

The United States Peace Corps is an Equal Opportunity Employer.