



Peace Corps

JOB ANNOUNCEMENT FOR DRIVER / GENERAL SERVICES ASSISTANT

LOCATION: Based in Podgorica, Montenegro
CLASSIFICATION: Part-time, Service Contract (multiple positions)
POSITION: Drivers / General Services Assistants
CLOSING DATE: Tuesday, September 24th, 2019

This position reports directly to the Director of Management and Operation's (DMO) and receives guidance and instructions from the General Services Manager (GSM) for the US Peace Corps Albania and Montenegro.

DUTIES INCLUDE:

- Ensures vehicle operations and maintenance in compliance to: 1) US government policies and regulations; 2) Peace Corps Vehicle policy and guidelines; 3) Montenegrin and Albanian driving laws.
- Provides support to the GSM in performing housing safety assessments for Peace Corps Volunteers, and conducting market basket research. Supports the GSM in completing other various tasks.
- Provides logistical support to the Program Manager to successfully meet operational needs.
- Participates in assuring the safety and security of Peace Corps Volunteers and Trainees.

EXPERIENCE REQUIREMENT AND QUALIFICATIONS:

- High school Diploma
- A valid Montenegrin Category B driver's license.
- Minimum 3 years of professional driving experience is required, preferred experience driving for international organizations.
- Knowledge of local and international routes required to travel both in Montenegro and Albania. Knowledgeable of locations of businesses, schools, government offices, etc., in Podgorica and in other parts of the country preferred.
- Basic knowledge of Speaking/Reading/Writing English
- Fluent knowledge of Montenegrin language is required.
- Knowledge of basic automotive mechanics is preferred (to be able to note and describe irregularities to mechanics, and address emergency situations).
- Ability to work a regular Monday-Friday schedule with occasional evening and weekend hours. Available to respond to emergencies at late hours in the evening or early mornings.

QUALITIES OF SUCCESSFUL CANDIDATES:

- Professional, ethical, and reliable.
- Excellent communication and inter-personal skills.

ADDITIONAL REQUIREMENTS:

- Candidate will need to pass a background/security clearance;
- Candidate must maintain a current passport and be willing/able to travel in and out of Montenegro and Albania.

TO APPLY FOR THIS JOB:

Applications must be submitted to DMO by **COB September 24th, 2019** will include: current resume or CV outlining related experience and qualifications; cover letter in English; three references; and, certificates/documents demonstrating the candidate's skills and abilities (including scanned copy of Driver's License. Application packages can be submitted via email to AL-Information@peacecorps.gov.

Only applications from qualified applicants received by COB September 24th, 2019 will be considered. Preference may be applied to Personal Service Contractor candidates residing in Montenegro or who are citizens of Montenegro. The Peace Corps is an Equal Opportunity Employer. For more information, please visit: <https://www.peacecorps.gov/montenegro/contracts/> .