



Peace Corps Job Vacancy Announcement

POSITION TITLE: Driver – 75%

Opening Date: November 11, 2013

Closing Date: November 29, 2013

RESPONSIBILITIES:

A driver is responsible for the safe operation of Peace Corps vehicles, upkeep of paperwork associated with driving duties, and continual readiness of the vehicles. A driver performs other assigned duties when not driving including assisting the GSM, being a messenger, performing a variety of maintenance and general labor tasks. A driver also participates as appropriate in assuring the safety and security of trainees and Volunteers. The Driver/Messenger receives day-to-day instructions from the General Services Manager (GSM), looks to him for guidance on priorities and always checks with the GSM to ascertain the scheduling of work requirements. This is not a full-time position.

REQUIREMENTS:

A valid driver's license with a clean driving record is required. Must have good driving skills in winter and summer conditions. Minimum 3 years of chauffeur experience is required. Knowledge of basic automotive mechanics is preferred (to be able to note and describe irregularities to mechanic, and address emergency situation). Knowledge of local and international routes required. Good knowledge of locations of businesses, schools, government offices, etc., in Tirana and in other parts of the country preferred. Ability to work evenings and weekends away from Tirana and respond to emergencies at late hours in the evening or early mornings. Limited knowledge of Speaking/Reading English is required.

SALARY:

The Peace Corps is an equal opportunity employer and it is the policy of the Peace Corps to provide equal opportunity in employment to all persons, to prohibit discrimination because of race, color, religion, sex, national origin, age, disability, or veteran status. It is the policy of Peace Corps Albania to pay wages similar to those paid by other local employers for similar work. Salaries are paid in Albanian Leke via EFT to a bank in Albania. The hiring grade and the exact amount of salary will depend on the qualifications of the employee.

TO APPLY FOR THIS JOB:

Application packages should include a current resume or CV, a cover letter explaining your qualifications for the position, and any references, certificates, or other documents that can demonstrate your skills and abilities. Application packages can be submitted to Monday through Friday from 9:00 A.M. to 5:00 P.M. at the Peace Corps office at Rr. Besnik Sykja, Banesa Nr.2, by mailing them to Peace Corps Albania, PO Box 8180, Tirana, Albania or via email to information@al.peacecorps.gov during the vacancy period. Only applications received on or before November 29th will be considered. Please address packets to the DMO. Peace Corps will contact you for an interview. Only qualified candidates will be contacted. Peace Corps has a firm policy that the spouse or immediate household member of any Peace Corps employee MAY NOT be a Peace Corps contractor, or work on a Peace Corps contract.

