



Employment Opportunity United States Peace Corps in Myanmar

The United States Peace Corps program in Myanmar seeks a qualified and motivated candidate to fill the following full-time position:

Driver

Minimum Starting Salary: \$5,576*/year (FSN-03 equivalent)

Anticipated Start Date: September 2015

**starting salary dependent on experience and salary history*

The **Driver** will transport staff, Volunteers and other personnel conducting official Peace Corps business. S/he assures that vehicles are properly maintained and operated according to Peace Corps and USG guidelines, and manufacturer specifications. This position will fall under a 40-hour work week schedule.

The Driver's main responsibilities include:

- Utilize safe, courteous, and attentive driving skills to transport staff, volunteers, and equipment to various locations throughout Myanmar.
- Provide logistical support including transporting supplies, equipment, materials, mail, and other communication to and from the Peace Corps office for official events.
- Ensure that vehicles are clean, in good repair, properly maintained, and secure at all times.
- Support PC staff during site visits events, PST, conferences, etc. and provide trip planning advice.
- Repair and maintenance operations of assigned PC vehicle as outlined in Vehicle Maintenance Log.
- Ensure all Myanmar traffic regulations are met. Report all traffic incidents.
- Check U.S. Embassy mail room for mail, packages, and other material/staff.
- Occasional money holder, pay bills for PC office.

Required Qualifications

- High School or Vocational School Diploma
- Valid driver's license
- Minimum three (3) years working as a driver, no prior at-fault vehicle accidents and/or traffic citations/violations within the last 5 years.
- Familiarity with local traffic laws and regulations; familiarity with roads in Yangon and the country
- Fluent oral and written Myanmar and a good knowledge of oral and written English are required.
- Basic auto repair; ability to make sound decisions on weather and road conditions for countryside travel to insure the safety of passengers.
- Excellent health and fitness as it relates to physical labor, quick reflexes and alertness in performing duties. Ability to pass annual physical exam determining fitness for duty as required by Peace Corps and US Embassy.
- Excellent interpersonal communication and organizational/time management skills.
- Strictly adheres to all USG and PC vehicle policies and regulations.
- Pro-active attitude and flexibility to work after working hours.
- Ability and willingness to follow directions and training from supervisors.
- Polite manners, professionalism and sense of discretion under all circumstances.
- Experience working in a cross-cultural setting as a part of an intercultural team.

- Must be available to respond to emergency situations, including emergency travel, at any time.

Important! Applicants must clearly describe or demonstrate how they meet each of the mandatory qualifications. Qualified and interested candidates must send the following:

1. a description of his/her qualifications
2. a copy of his/her CV
3. a copy of his/her current Driver's License

Please send application documents via e-mail to BurmaPC@peacecorps.gov or hard copy to Peace Corps, 110 University Avenue Road, Yangon, Myanmar.

Applications will be reviewed as they are received and priority consideration will be given to those received by July 12, 2015. Applications and questions (including requests for the complete Statement of Work) should be sent to BurmaPC@peacecorps.gov.

Only qualified candidates will be contacted for interviews. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy. Candidates chosen for interview will also be required to pass language and skills evaluations.

The United States Peace Corps is a non-political, non-religious organization, which will bring American Volunteers to Myanmar. The Peace Corps is an agency of the United States Government and was founded by President John F. Kennedy in 1961. General information about Peace Corps can be found on www.peacecorps.gov.