USAID | MADAGASCAR
FROM THE AMERICAN PEOPLE

VACANCY ANNOUNCEMENT

REFERENCE No.:	**687-HR-16-001**
POSITION/GRADE:	**ALTERNATE DRIVER/FSN-4**
NUMBER OF POSITIONS:	**1 (ONE)**
OPEN TO:	**ALL INTERESTED CANDIDATES**
LOCATION:	**EXECUTIVE OFFICE USAID/MADAGASCAR ANTANANARIVO - MADAGASCAR**
OPENING:	**FEBRUARY 12, 2016**
CLOSING:	**MARCH 4, 2016 AT 13H00 PM**
WORK HOURS:	**PART-TIME: 20 HOURS/WEEK PLUS ON-CALL TIME**
METHOD OF EMPLOYMENT:	**TWELVE (12) MONTHS PERSONAL SERVICES CONTRACT RENEWABLE**

TO BE CONSIDERED, APPLICATIONS MUST INCLUDE ALL THE REQUIRED DOCUMENTS AND INFORMATION, AND BE RECEIVED AT USAID BY THE ABOVE CLOSING DATE.

BASIC FUNCTION OF POSITION

The position of Mission Director's Alternate Driver is located within the Executive Office of USAID/Madagascar, Antananarivo, Madagascar. The incumbent works under the supervision of the Deputy Executive Officer. S/He serves as part-time driver for the Mission Director (MD) working in conjunction with the MD driver to arrange daily schedules such that the MD driver does not exceed the 10 hour limit per regulation, and to serve full time when the main driver is not available. Additionally, the incumbent will serve as driver for administrative purpose of the Mission, upon direction of the Executive Officer.

MAJOR DUTIES AND RESPONSIBILITIES

The MD Alternate Driver will work part time, 20 hours/week, plus on-call time.

Alternative MD Driver
The incumbent will serve as an "alternate, part time Chauffeur/Driver for the Mission Director" and as such on a daily basis will work in conjunction with the MD driver and MD Secretary to drive on a schedule designed to limit the regular MD driver to no more than the standard 8 hours and 30 minute work day to the extent practical and to ensure driving time does not exceed 10 hours for either driver unless separately approved. The primary duty of the driver will be to drive the MD to events and home to work and may at times include driving VIPs. S/He will ensure that the vehicle is at all times maintained in a clean and safe operating condition, ensure an up to date medical kit is available, all tools and jacks in place, and may perform minor preventative maintenance. The incumbent must drive in a safe and secure manner with the safety and security of the passenger which is his or her most important responsibility. S/He will be required to drive for

field trips from time to time. The incumbent must be fully aware of and operate the vehicle in accordance with U.S. Government regulations and the driving laws of Madagascar and is expected to exercise sound judgment in deciding the directions and roads to take, considering weather, security and other conditions. Any maintenance issues with the vehicles must be addressed as soon as possible. Finally, the driver must at all times recognize that his or her actions are a representation of the United States Government and he/she must act and present themselves accordingly.

Administrative errands
As a secondary duty on an as available basis, the driver will drive staff to and from meetings, deliver documentation such as invitations and bills or purchase orders etc. In particular the driver will drive EXO staff such as the Shipment & Customs Assistant to meetings with Customs, Foreign Affairs etc.

REQUIRED MINIMUM QUALIFICATIONS

Education:
Completion of elementary and secondary school is required.

Prior Work Experience
Two years of experience as a chauffeur is required and with a record free of accidents that may be the fault of the driver. Must be experienced in driving 4x4 vehicles in difficult terrain. Previous experience driving a senior officer of an organization is preferred.

Language Proficiency:
Level 3 French and Malagasy ability (good working knowledge) is required. The Incumbent must be able to take oral instructions over the radio/phone and transmit instructions the same way. Level 3 English - must be able to speak English sufficiently well to be understood by typical USAID staff and visitor and to clearly understand instructions.

Job Knowledge:
Must be fully knowledgeable with local traffic laws and area traffic patterns and be familiar with host country driving protocol. Good knowledge of security precautions and evasive driving techniques will be highly desired. Must be fully familiar with driving 4x4 vehicles to include driving in difficult terrain. Must be able to quickly and thoroughly understand U.S. Government regulations. Some experience in basic level vehicle repairs is a plus.

Skills and Abilities:
Must have local driver's license (A-B-C-D) appropriate to types of vehicle operated. Ability to detect any abnormalities on vehicles. Must possess strong interpersonal communication skills.

INSTRUCTIONS FOR APPLICANTS

Interested applicants for this position **MUST** submit the following or the application will not be considered:

1) A cover letter, in English, addressing the minimum qualifications listed above;

2) **Completed and SIGNED form AID 302-3**: this form is mandatory and is available at USAID website: https://www.usaid.gov/madagascar/work-with-us/careers or at US Embassy Consular Service entrance (opposite to "Leader Price"), Route Digue, Lot 207 A, Point Liberty, Andranoro Antehiroka, Antananarivo;

3) Curriculum vitae (CV) or resume;

4) Photocopies of relevant certificates demonstrating that the applicant meets the minimum requirements. Applicants are encouraged to submit photocopies. Originals

will not be returned;

5) Applicants are required to provide at least three (3) references with complete contact information, including e-mail address and telephone numbers, who are not family members or relatives. The applicant's references must be able to provide substantive information about his/her past performance and abilities. Reference checks will be made only for applicants considered as finalists. If an applicant does not wish for the current employer to be contacted as a reference check, this should be stated in the AID 302-3 form. The interviewing committee will delay such reference check pending communication with the applicant.

CLEARANCES

The selected individual must hold valid medical and security clearances before starting work. USAID Madagascar will assist in this matter.

SALARY

The position is classified at FSN-4 Grade. Salary will be paid in accordance with Local Compensation Plan. Final hiring will be subject to funds availability.

APPLICATION CLOSING DATE

Submit your application by **13h00 pm, March 4, 2016**:

- ✓ to the e-mail address: AntananarivoUSAIDHR@usaid.gov. Please put as subject: **"687-HR-16-001[your name]"**. Your application package should not exceed 2 attachments, which should be in Adobe Acrobat Reader format *(.pdf)* and/or Word format (.doc or .docx) ONLY;

  OR

- ✓ at US Embassy Consular Service entrance (opposite to "Leader Price"), Route Digue, Lot 207 A, Point Liberty, Andranoro Antehiroka, Antananarivo. Please mark the envelope with: **"687-HR-16-001".**

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