

MCC

DRIVER/ADMIN CLERK, FSN-4

MAJOR DUTIES AND RESPONSIBILITIES

- Operates a passenger vehicle to transport the MCC Resident Country Director, MCC personnel and/or VIP visitors within the city and surrounding areas.
- Guards the MCC vehicle while waiting for MCC personnel and/or VIP visitors; inspects interior and exterior of vehicle to ensure against bombs and the like and that there is no unauthorized access to the vehicle.
- Ensures the proper mechanical condition of the MCC vehicle by frequent inspections (paying particular attention to brakes and headlights), performs minor preventative maintenance when necessary, and ensures that the vehicle is kept clean.
- Responsible for driving MCC personnel on official business, including MCC visitors, in and around the capital city, and occasionally to other locations in El Salvador. May provide guide services to MCC VIP visitors, pointing out and describing places of historical or current interests.
- Responsible for making deliveries and picking up packages, supplies, delivering documents and invitations for the MCC Resident Country Director. Sometimes duties include the procurement of supplies for the MCC office and residence or in carrying out other important errands for the MCC Resident Country Director.
- May function as a pool driver for a portion of the time.
- Incumbent is expected to operate the vehicle in a safe and legal manner, but is also required to be alert to potential security threats and to take appropriate defensive measures if needed.
- Incumbent is expected to keep passenger safety as his top priority.