

Peace Corps  
Jordan



فرق السلام  
الاردن

## JOB OPPORTUNITY ANNOUNCEMENT

<b>Vacancy Number:</b>	<b>GR 105</b>
<b>Position Title:</b>	<b>Short-Term Driver/Logistician</b>
<b>Opening Date:</b>	<b>Immediate</b>
<b>Deadline:</b>	<b>August 16th, 2012</b>
<b>Location:</b>	<b>Amman, Jordan</b>
<b>Area of Consideration:</b>	<b>All Sources</b>
<b>Work Hours:</b>	<b>Short-Term, 2-4 Months at 40 hours/week</b>

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The Peace Corps is a governmental agency that promotes peace around the world by sharing one of America's greatest resources: Volunteers. The Peace Corps has been operating for over fifty years in more than 135 countries; the agency's mission is to promote world peace and friendship, and the goals are: to help the peoples of interested countries and areas in meeting their needs for trained men and women; to help promote a better understanding of the American people on the part of the peoples served; and, to help promote a better understanding of other peoples on the part of the American people.

The Driver/Logistician is supervised by the Director of Management & Operations (DMO), but works under the day to day direction of the General Services Manager (GSM). The incumbent is responsible for providing support in all areas under the purview of the General Services Office. In the absence of the GSM, the incumbent may serve as acting GSM.

### **Specific Duties and Responsibilities**

#### **Vehicles and Transportation**

- In performance of these duties, incumbent becomes familiar with the rules and regulations concerning vehicle operation and use according to PD Manual Section 522 as well as post specific vehicle policy.
- As directed by the GSM, incumbent writes monthly vehicle reports accumulated vehicle maintenance costs, including fuel/lubricants, parts and services.
- Assists the GSM in preparing annual vehicle status report by collating monthly reports/figures.

- Ensures vehicles are repaired in a timely manner, and inform GSM of any difficulties encountered in effecting timely repair.
- Ensures secure parking of vehicles in accordance with PC policy.
- Prepares weekly and monthly vehicle mileage logs as well as monthly summary of usage by vehicle and driver.
- Adheres strictly to all USG vehicle policies and regulations.
- Assists the GSM with regular and extraordinary vehicle maintenance and repairs; annual registration, and renewal of insurance.
- Ensures that vehicles are cleaned on a regular basis, and that all vehicles have an adequate supply of fuel at all times.
- Transports PC staff, PCVs , trainees, contractors and other authorized persons on an as needed basis (available for emergency and after hour work).
- Assists in the set-up for trainings and conferences.

### **Maintenance and Repair of Office Equipment**

- Assists in the maintenance needs of the post's office equipment are met promptly; incumbent maintains contact with local vendors of services for office equipment, and works with them to ensure timely completion and thoroughness of jobs performed.
- Verifies maintenance services logs in order to insure that works are completed by the service providers according to signed contracts.
- Ensures preventive maintenance is carried out on all office equipment
- Assists in supervision as required of contracted workers performing maintenance and repairs on all office equipment.

### **Maintenance and Repair of PC Office and Residential Buildings**

- Ensures that maintenance needs of PC office and residential buildings are met promptly;
- Maintains contact with local vendors of services for maintenance of office and residential buildings, and works with them to ensure timely completion and thoroughness of jobs performed.
- Ensures preventive maintenance is carried out on all PC office and residential buildings; if needed performs reparation works in the buildings, repairs the technical equipment, installs furniture, repairs pipes and fixtures, draining, sets up washing machines, dryers, gas stoves, installs locks and light fixtures.
- Repairs, modifies and keeps in good condition the power networks in PC office and PC rented residences; works on connecting and disconnecting phones, printers, fax machines, repairs and modifies the phone lines, supervises the phone station.
- Supervises, adjusts, maintains, connects and disconnects of heating systems water and electric supply in the PC office and residences.
- Supervises and participates in loading and unloading of furniture, supplies, equipment, etc, in reorganization of furniture in the offices and residences, in cleaning of territory, etc.
- Organizes together with the GSM the move to the PST site/s of office equipment & supplies, including identification of transportation services,

supervision of loading supplies & equipment, furniture, verification/accountability and inventory of transfers made.

### **Mail and Messenger Services**

- Picks up PC Mail and Cables from the US embassy on a daily basis.
- Delivers PC mail for shipment to Embassy. Delivers mail, messages and vendor payments as instructed.
- Ensures vendors sign receipt of all payments on documents provided.

### **Property Control**

- As directed by the GSM, the incumbent performs ordering functions.
- Administrates the office related storages (furniture, equipment, office supplies and PCV equipment and supplies storages) making best use of available space. Picking item from the storage area, and advising the GSM of needed adjustments to inventory control sheets.
- Ensures that the Equipment storage rooms are well maintained and that stocks are kept in an organized, efficient and weather protected manner.
- Storing, distributing and organizing the transportation of the furniture and equipment (refrigerators, washing machines, dryers, gas stoves and other equipment).
- Assist GSM/DMO in performing physical inventory of all PC Jordan property at least once per year.
- Works with GSM/DMO in auctions and or other dispositions of PC property. Advises on disposition of unused, excess, obsolete, or unserviceable items.

### **PCV Equipment Administration**

- Coordinates stocking of PCV Equipment and supplies, ensure that restocking is performed on a regular and timely basis. Maintains PCV Property Custody Receipt filing system.
- Distributes PCV Equipment and supplies upon new group comes or as per request.
- Receives the Equipment at COS and ET of Volunteers and sign their Check List.
- Ensures that the new received Equipment is adapted to the local standards. Makes sure that stored Equipment is in work condition and it is equipped with User Guidance.

### **Purchasing**

- The incumbent becomes familiar with rules and regulations concerning small purchases according to Peace Corps Manual Section 732.
- Serves as purchasing/ordering officer by purchasing items, utilizing competitive procurement methods wherever feasible and/or required. Maintains contact with local vendors and insures that items purchased, whether major or minor, are of good quality and at a fair price.

- Based on approved purchase requisition, receives a cash advance and makes purchase of supplies, equipment or services as required.
- Ensures that all invoices and receipts are prepared in accordance with the US government regulations and are translated into English.
- Clears all cash advances received from cashier the allowed timeframe.

### **Utilities**

- As directed by the GSM, incumbent contacts and monitors water tank delivery vendors for water delivered to the office, PT, and the official residences.
- Ensures utility bills are collected and paid.
- Maintains records as related to payment of telephones (both fixed and cellular), electricity, gas, and other bills for the PC office and residences in a timely manner. Makes a monthly financial report on utility payments.
- Works on monitoring the phone calls from PC office and residences.

### **Housing support**

- As available, assists Program Managers and PCMO in assuring appropriate housing is obtained for all PCVs and assists the GSO in assuring appropriate housing is obtained for all direct hire US staff. Maintains accurate records of leases (PCVs, Residences, Office).
- Works with PCVs, sponsoring organizations, and lessors in resolving housing issues, misunderstandings, and conflicts which require PC Jordan attention.
- Assists in the distribution of PC owned PCV settling –in items such as the sobas and refrigerators.
- Coordinates collection of all signed PCV leases

### **General Safety and Security responsibilities**

- Will abide by Peace Corps safety and security policies as outlined in the PC-Jordan Security Handbook
- Support fully all activities carried out by PC/Jordan during an emergency.
- Fulfill all the roles and responsibilities per the Emergency Action Plan (EAP).
- Participate in Safety and Security training events, tests or drills.
- Bring safety and security related concerns or issues immediately to the attention of the Safety/Security Coordinator and/or the Country Director.
- Safeguard PC/Jordan confidential and sensitive information (i.e., PCV roster, staff roster, EAP, warden cell phone numbers).
- Accompany/take responsibility for any personal/official guests/visitors to PC office.

### **Other**

- Act as back-up IT Specialist, archiving logs, creating back-up tapes, working with ISP or computer repair vendors as necessary, performing IT functions within my scope of knowledge while referring to the IT manual for policy and

procedures. Informing AO when IT issues arise that require a assistance and contacting HQ Washington accordingly.

- Performs all driving functions as needed

### **Supervision**

Reports to the GSM and DMO.

### **Qualifications**

- Education: High School Diploma is preferred.
- Experience: Employee should have at least two years of experience in maintenance of office and residential buildings. Knowledge of electricity, plumbing, painting, wallpaper, masonry and carpentry. Experience in purchasing goods, services and utilities payments.
- Language: Good working knowledge of speaking/reading Arabic and English is required.
- Skills and abilities: Demonstrated ability to work in multi-task environment; able to use personal computers; and licensed driver with clean driving record.

### **Level of Effort**

Performs duties during a 40 hour work week at a set work schedule as indicated in the contract. Events may require occasional work in the evenings and on weekends and holidays. The entire duration of the contract is two to four months.

### ***Additional Comments:***

*SECURITY REQUIREMENTS: A background security investigation will be required for all hires. Appointment will be a subject to the applicant's successful completion of a background security investigation and favorable adjudication.*

*After an initial application screening, the best-qualified applicants will be invited to a testing process and oral interviews.*

### **How to Apply:**

1. Please send a cover letter explaining your interest in the vacancy, CV, two-three references to the address below:

Peace Corps Administration  
Jabal Amman, 4th Circle, Ibn Khaldoun St.,  
Building # 81, Abu Hassan Trading Center,  
Amman, Jordan

Alternatively, you may also email the required documents to [hr@jo.peacecorps.gov](mailto:hr@jo.peacecorps.gov) or fax: 06 461 9351.

2. Applicants should indicate the vacancy announcement number on their application, email subject line, or on the envelope.
3. Due to the volume of applications received, receipt cannot be acknowledged individually.
4. Only applications received before the closing date will be eligible for consideration. Applications and letters, which are inadequate or incomplete, will not be considered. Only applicants selected for interviews will be contacted.