



# Peace Corps - Jordan

## Announcement of Recruitment Peace Corps Driver

**Position Summary:** The United States Peace Corps seeks a Driver and Logistics Coordinator to assist to driving official vehicles, conducting daily vehicle inspections, maintaining vehicle usage log sheet, refueling the vehicles ,and support in all areas involving the movement and maintenance of materials and supplies. The Driver serves under the purview of the General Services Manager.

**Duties Include:**

- Routine transportation of Peace Corps Staff, volunteers, equipment and supplies.
- Management of basic records pertaining to transportation practices
- Provides oversight of vehicles maintenance and ongoing cleanliness
- Assists in the maintenance and repair of office equipment. And residential buildings
- Assists in the delivery and distribution of mail and messenger services
- Supports the General Services Manager in conducting property inventory and maintenance records
- Provides support for the purchasing of equipment and supplies and utilities oversight.

**Minimum Qualifications:**

- Education: Completion of secondary school.
- Experience : Five years working in an international organization preferred.
- Language: limited (Level 2) English is required.
- Skills and Abilities: Good knowledge of local streets and locations, vehicle maintenance background, experience in using office equipment. Basic computer skills preferred.
- Clean and safe driving record.

**Application Process**

Qualified persons must submit their resume or CV in English  
Email: [hr@jo.peacecorps.gov](mailto:hr@jo.peacecorps.gov) or Fax: 06 461 9351.

Short listed applicants will be required to submit references and demonstrate driving skills.

**A Statement of Work is available upon request**

Only short listed candidates will be contacted

**Application Deadline is Thursday, September 18,2014**