

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: 42/2014
OPENING DATE: 10/17/2014
CLOSING DATE: 10/31/2014
POSITION TITLE: WAREHOUSEMAN/TRUCK DRIVER, FSN-4
SALARY RANGE: KZT 2,170,268 p.a. – KZT 2,691,058 p.a. (gross salary per year)
WHO MAY APPLY: ALL HOST COUNTRY NATIONALS
OFFICE: USAID/Central Asian Republics, Almaty, Kazakhstan

MAJOR DUTIES: Under the general supervision of the Supervisory Warehouse Storekeeper, the incumbent: 1) unloads incoming supplies, office and household furniture and equipment; 2) moves supplies to proper storage areas using fork-lift, hand trucks and other materials handling equipment; 3) picks items from storage areas, segregates and assembles them, and moves them to warehouse checkout point; 4) ensures that no safety or fire hazards exist and keeps storage areas clean; 5) assists Expendable Storekeeper in the movement of expendable supplies and equipment from the storage rooms upon request; 6) assists in conducting inventories; 7) drives big trucks and pickup trucks; keeps the vehicles clean; 8) follows security measures in using alternate routes and complies with local driving laws; 9) maintains daily vehicle log and hands the log to Motor Pool Supervisor at the end of each work day; 10) performs other duties as assigned.

MINIMUM QUALIFICATIONS/SELECTION CRITERIA:

- **Education, Skills and Experience (75%):** Completion of secondary school. Minimum one year of general experience demonstrating good work habits in customer service; preferably with international organization or large private sector company. Minimum three years of accident free truck driving experience. Must be able to lift heavy items and operate fork lift, hand truck and other warehouse equipment applying safety procedures. Knowledge of traffic rules, routes and locations in Almaty. Driving license categories B and C.

- **Teamwork/Interpersonal and Communication Skills (15%):** Candidate must be organized, attentive to details, punctual, strongly customer service oriented, self-starter, able to work under pressure, and have strong interpersonal skills.

- **Language Skills (10%):** English Level II (Limited Knowledge) and Russian Level III (Good Working Knowledge).

TO APPLY: The successful applicant must fully meet the minimum qualification requirements. Qualified individuals are requested to submit a cover letter and curriculum vitae addressing each selection criterion detailed above with specific and comprehensive information supporting each item; and names, contact numbers, and addresses of three professional references. Candidates for trainee levels may be considered. Packages should be received at the Executive Office (EXO) USAID/CAR, 41, Kazibek Bi St., Almaty 050010, Kazakhstan; Tel: (7-727) 2507612/17; Fax: (7-727) 2507634/35/36; E-mail: almaexo_hr@usaid.gov by COB **Friday, October 31, 2014**. A copy of the Position Description is available in EXO/Personnel (ext. 6353).

USAID/CAR reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference check pending communication with the applicant.