



Position Announcement

The United States Peace Corps program in Kosovo seeks a qualified and motivated candidate for the following full-time position:

Agency Driver, FSN-3 (€ 8,755.00)

The United Peace Corps is a non-political, non-religious organization, which will bring American Volunteers to Kosovo to teach English and to work with Municipalities and NGOs. The Peace Corps is an agency of the United States Government and was founded by President John F. Kennedy in 1961. General information about Peace Corps can be found on www.peacecorps.gov.

The **Agency Driver** will work as a member of the Administrative Unit supporting the entire Peace Corps Kosovo Program. The Driver will:

- Utilize safe, courteous, and attentive driving skills to transport staff, volunteers, and equipment to various locations throughout Kosovo.
- Perform routine and non-routine maintenance tasks for the office and staff residences.
- Maintain vehicles in excellent working order and cleanliness.
- Provide physical labor assistance when requested.
- Assist with deliveries, pick-ups, and other logistical tasks.

Mandatory Qualifications

Education: Secondary education and a valid driver's license with a class "B" designation required.

Professional Work Experience: Minimum 3 years experience working as an international agency driver or for a transportation/tour company.

Language: Fluent oral and written Albanian and a good knowledge of oral and written English are required. Knowledge of Serbian is also desired.

Skills and requirements:

- A working knowledge of the Kosovar road systems, distances and conditions of travel.
- No prior at fault vehicle accidents and/or traffic citations/violations within the last 5 years.
- Excellent health and fitness as it relates to physical labor, quick reflexes and alertness in performing duties.
- Excellent interpersonal communication and organizational/time management skills.
- Strictly adheres to all USG and PC vehicle policies and regulations.
- Pro-active attitude and flexibility to work after working hours.
- Ability and willingness to follow directions and training from supervisors.
- Polite manners, professionalism and sense of discretion under all circumstances.
- Experience working in a cross-cultural setting as a part of an intercultural team.
- Proof of clean driving record from police required

This position begins as an FSN Grade Equivalent 3 with an approximate gross annual salary of €8,755 + benefits.

*****Please note: the position will begin on or around January 11th, 2015 subject to the selected candidate passing a security clearance.**

Important! Driver applicants must clearly describe or demonstrate how they meet each of the mandatory qualifications. Qualified and interested candidates must send via e-mail to kosovopc@peacecorps.gov

1. a description of their qualifications
2. a copy of their CV
3. a copy of their current Driver's License
4. proof of a clean driving record issued by the police

The SUBJECT LINE of this email MUST state: Application for Driver. Hard copies of applications will not be accepted. **If you do not follow these directions, your application will not be considered.**

Closing date: applications must be received no later than midnight October 5, 2014 to be considered. No phone calls or personal visits related to this vacancy will be accepted. Only short-listed candidates will be contacted.

The Peace Corps is an equal opportunity employer.