



Position Announcement

The United States Peace Corps program in Macedonia seeks qualified and motivated candidates for the following full-time position:

Agency Driver

The United Peace Corps is a non-political, non-religious organization, which brings American Volunteers to Macedonia to teach English and to work with Municipalities and NGOs. The Peace Corps is an agency of the United States Government and has operated in Macedonia since 1996. 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 Macedonia Program. The Driver will:

- Utilize safe, courteous, and attentive driving skills to transport staff, volunteers, and equipment to various locations throughout Macedonia.
- 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 Macedonian 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 Macedonian and a good knowledge of oral and written English is required. Spoken Albanian language abilities a plus.

Skills and requirements:

- A working knowledge of the Macedonian 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 policy required

Important! Driver applicants must clearly describe or demonstrate how they meet each of the mandatory qualifications. Qualified and interested candidates should send a description of their qualifications and CV by e-mail to jobs@mk.peacecorps.gov. Hard copies may be mailed to Peace Corps, Oslo 6, (Driver vacancy) 1000 Skopje. The Peace Corps is an equal opportunity employer.

Closing date: applications must be received no later than November 12, 2010 to be considered. No phone calls or personal visits related to this vacancy will be accepted. Only short-listed candidates will be contacted.