



U.S. Peace Corps

The **United States Peace Corps Philippines**, an exciting and dynamic, mission-driven agency that has worked to empower Philippine communities since 1961, is seeking interested applicants for the full-time/regular position of:

Driver /Chauffeur

BASIC FUNCTION OF POSITION:

The Chauffeur is responsible for the safe operation of motor vehicles to transport passengers, i.e. Peace Corps Staff, volunteers and visitors in accordance with Peace Corps vehicle policies.

MAJOR DUTIES AND RESPONSIBILITIES

1. DRIVING

- Drives Peace Corps Staff, Volunteers and Guests safely and efficiently to various official destinations, mostly within Luzon.
- Ensures all passengers use seatbelts.
- Practices safe driving methods ensuring safety of passengers, other vehicles and pedestrians.
- Ensures that the vehicle possess the necessary documents for travel including vehicle notice tags required by PC.
- Performs messenger duties for the office.
- Completes daily vehicle logs.
- Assists staff being chauffeured with any additional tasks which may be required when driving (i.e. Market survey, housing checklist, etc.) on extended trips outside Metro Manila.
- Ensures that vehicle has adequate tools and fuel supply before and after each travel.
- Preparation of document for accident reports.
- Plan scheduled trip accordingly and be pro-active in knowing updates or changes regarding vehicle schedule.

2. VEHICLE MAINTENANCE

- Maintains vehicle in clean and serviceable condition and performs minor maintenance of a preventive nature.
- Ensures that vehicle assigned to him has adequate tools, spare parts, cleaning materials and other supplies needed.
- Report immediately in writing any mechanical problems or damage to the vehicle.
- Conduct daily routine inspection of vehicle to make sure it is in good working condition and will run smoothly
- Make sure vehicle is routinely checked by the office mechanic and functioning well before each trip.
- Weekly entry of required data in the vehicle maintenance electronic logs.

3. OTHER SUPPORT FUNCTION

- Provides non-driving assistance to other General Services Staff during downtime such as :
 - a. Assist the Mail Clerk in preparation and delivery
 - b. Assist the Custodian in preparation of facilities during events.
 - c. Act as secondary **Inventory Clerk**- conduct the sighting of PC property using the Bartracks scanner during Annual & Semi-Annual Inventory.
 - d. Assist the Hauling and moving of furniture and equipment.
- Performs other functions as may be assigned by supervisor which are related to primary function.

REQUIREMENTS:

a. **Education:**

Completion of a vocational course or at least an equivalent work experience of 4 years.

b. **Prior Work Experience:**

- At least 7 years driving experience
- Possession of Philippine Professional drivers' license of not less than 2 years;
- Two to four years of progressively responsible experience with a US Government Agency a plus;
- Successful experience working with international organizations a plus.

c. **Language Proficiency:**

At least Level 3 English & Filipino (Written & Oral).

d. **Job Knowledge:**

Good knowledge on various Metro Manila and Luzon driving routes and locations. Knowledgeable in reading maps. Has learning capabilities to perform other miscellaneous operational functions such as property inventory, photocopying, binding. Also should be able to place the highest priority on providing friendly, prompt and efficient service and support to Peace Corps Philippines Trainees, Volunteers, and staff. Functions successfully as a team member assuring that at all times colleagues are fully informed about items falling within their area of responsibility. Offers complete cooperation to colleagues, Trainees, and Volunteers. Models professional and transparent business practices.

e. **Skills and Abilities:**

- Familiar with the operation of 4 wheel drive cars and commuter vans
- Knowledge in basic trouble shooting.
- Cognizant of local driving laws and regulations.
- Knowledge in accident protocol.
- Ability to maintain high levels of professionalism and confidentiality.
- Practical abilities in the use of MS Office (Outlook, Word, Excel, Power Point), the Internet. Familiarity with data management software a plus.

Send your detailed CV/Resume to vacancy@ph.peacecorps.gov

The closing date for applications is Friday July 26, 2013, 5:00 pm.

Only shortlisted applicants will be contacted for interview.