



Peace Corps/Sierra Leone
Freetown, Sierra Leone
Phone: +232 (0)78-200-900

VACANCY ANNOUNCEMENT

Part-Time POSITION: DRIVER/MESSENGER

CLOSING DATE: March 29, 2011

Position Contract Date: May to August, 2011

LOCATION: Makeni or Freetown, Sierra Leone

Under the general coordination of the Training Manager or General Services Officer, this position supports the motor pool and all duties related to safe operation and preventative maintenance of the vehicle fleet. The incumbent must be available for after-hours assignments, responding to emergencies and able to travel to the field on short notice.

Duties and Responsibilities

- Operate a variety of vehicles, including 4WD sedans, pick-up trucks, mini-vans and SUVs;
- Provide transport to staff, Volunteers and other authorized passengers throughout Freetown and rural locations in Sierra Leone;
- Conduct daily maintenance checks of vehicles, (i.e., oil, fluids, tire pressure, service schedule, engine, tire condition, internal lights, body condition of vehicle, etc.);
- Maintain cleanliness of vehicles (interior and exterior);
- Document and report vehicle malfunctions and/or accidents to the General Services Manager or Administrative Officer;
- Maintain daily vehicle logs and filing reports;
- Be available for after-hour assignments and responding to emergencies;
- Ensure vehicle is in good condition and fully fueled on a regular basis, especially before going on long-distance trips.

Duty Driver Responsibilities

Act as the Duty Driver on a rotating basis performing various assigned duties, including being available for after-hours assignments to respond to emergencies if necessary.

Other Duties

- Be knowledgeable and supportive of Peace Corps/Sierra Leone safety and security policies and procedures, to include timely reporting of suspicious incidents, persons or articles;
- Pick up mail from the Post Office and/or US Embassy and perform other errands and duties as assigned;
- Other tasks as assigned by the General Services Manager, Administrative Officer and/or Country Director.

Applicants with the following qualifications are encouraged to apply:

- Experience working in a cross-cultural environment with U.S. citizens.
- Education: Minimum of secondary education.
- Experience: Three to five years of related work experience required.
- Language: Proficiency in oral and written communication in English.

- Skills and Abilities: Must be able to work independently with minimum supervision and take responsibility for maintaining vehicles and improving motor pool and logistical operations.
- Licensed driver with clean driving record.

Application Deadline: March 29, 2011

To apply:

Required Documentation for Application

1. Cover Letter addressing candidate's qualifications for the position.
2. A resume or curriculum vitae.
3. The names and contact information for 3 references who can attest to work experience and interpersonal skills.

Please note:

- ✓ Only individuals selected for an interview will be contacted
- ✓ Interviewees must provide documentation of diplomas, certificates, etc. at the interview
- ✓ All experience, skills, qualifications, and references will be verified
- ✓ Contract is contingent on a security background and medical check

Submit applications to pcjob@sl.peacecorps.gov or # 34 Oldrailway Line, Signal Hill, Wilberforce, Freetown or The District Education Office in Makeni no later than March 29, 2011.