



PEACE CORPS SIERRA LEONE
Freetown, Sierra Leone
Phone: 232.78.200.900

VACANCY ANNOUNCEMENT

POSITION: DRIVER/MESSENGER

CLOSING DATE: March 27, 2015

LOCATION: Freetown, Sierra Leone

The United States Peace Corps program in Sierra Leone seeks a qualified and motivated candidate for the following full-time position: Driver/Messenger

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 Driver/Messenger is responsible for the transport of official cargo, PC staff, eligible family members of US direct-hire (USDH) employees, Volunteers and Trainees (V/Ts), and other personnel conducting official PC business.

DUTIES AND RESPONSIBILITIES

- Must always be in possession of a valid Sierra Leone driving license.
- Must have a comprehensive knowledge of and adhere to all current Sierra Leone laws regarding the operation of motor vehicles and the specific requirements related to vehicles carrying diplomatic license plates.
- Provides safe and courteous transport for staff, V/Ts and other personnel conducting official PC business.
- Transports V/Ts and their belongings to and from their sites, including training sites, for official purposes. Transports V/Ts as requested by the Medical Unit. Drives V/Ts to and from the airport while on official travel.
- Serves as Duty Driver, both at the office and up-country during training activities, when scheduled. Duty Drivers are normally schedule on a rotational basis. Provides vehicle support during emergency situations and afterhours as needed.
- Picks up/delivers mail, faxes, documents, and packages to/from post office, the US Embassy, customs office and other designated sites as scheduled or needed. Facilitates customs clearance for mail, packages or other items. Sorts and distributes mail in the PC office. Transports supplies, equipment, materials, mail, and other communications between PC facilities and to support PC official business and events.
- Assures that vehicles are operated in accordance with PC, Embassy and other USG guidelines, and manufacturer specifications.
- Maintains the daily vehicle logs.
- Facilitates the monthly V/T mail run.
- Escorts utility service personnel, garbage collectors, repairmen and others on official business at PC facilities and residences.
- Picks up and delivers medical specimens, test results, medical supplies, equipment and medications as requested by the medical Unit.
- Performs various errands, including pick-up and delivery of pro-forma invoices and price quotations, procured supplies, check and cash payments for goods and services procured by PC, etc. Responsibilities as an occasional money holder are appended to his or her statement of work.

Level and Effort

- Normal duties will be performed during a 48-hour work week on a set work schedule as indicated in the contract. Events may require occasional work on evenings, weekends, and/or holidays.

Qualifications and Experience

- Education – Two years secondary education is required.
- Experience – Two years of professional driving experience.
- Familiarization with post motor vehicle maintenance systems requirements and safety procedures
- Level II English ability (limited knowledge) of written and spoken required.
- A valid driver's license with categories B and D is required. Must have good driving skills in dry and rainy conditions.

Application Deadline: March 27, 2015**How to apply:**

Required Documentation for Application

1. Cover letter addressing candidate's qualifications for the position.
2. A current resume or curriculum vitae.
3. The names and contact information for 3 current references who can attest to work experience and interpersonal skills.
4. A copy of your current Driver's license.
5. Proof of clean driving record from police is required: no prior at fault vehicle accidents and/or traffic citations/violations within the last 5 years.

Please note:

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

Applicants for the Driver/Messenger position may send their application to SL01-pcjobs@peacecorps.gov . Please include "Ref: Application for Driver/Messenger" in the subject line. Additionally, hard copies of applications can be sent to:

Director of Management and Operations
Peace Corps/Sierra Leone
34 Old Railway Line
Signal Hill
Freetown, Sierra Leone

Peace Corps reserves the right to consider applications from this announcement within the next six months.