GENERAL SERVICES ASSISTANT – TRANSPORTATION
Statement of Work

Type of position:	General Services Assistant - Transportation
Grade (hrs. /wk.):	7
Hours:	Full Time (40 hours per week)
Supervisor:	Director of Management and Operations

Required Qualifications
The successful candidate should at least have the following:

- ✓ Completion of Secondary School education, vocational or in a recognized institution.
- ✓ Preferred University Degree in the related field.
- ✓ At least 3 years of driving experience and a valid driver's license
- ✓ Experience coordinating transportation/drivers preferred
- ✓ Experience of personnel management preferred
- ✓ Experience in vehicle maintenance preferred
- ✓ Proficiency in Microsoft Excel (ability to create and maintain a spreadsheet)
- ✓ Proficiency in Word (ability to create and maintain documents).
- ✓ Proficiency in Microsoft Outlook (ability to schedule trips and make appointments)
- ✓ Excellent computer, communication, interpersonal, and customer service skills.
- ✓ Ability to follow oral and written instructions.
- ✓ Ability to prioritize multiple tasks.
- ✓ Ability to perform as a team leader and work effectively with a team.
- ✓ Ability to work independently as needed to support the group effort.
- ✓ Must be very organized, efficient and resourceful in problem solving.

Background
The mission of Peace Corps worldwide is to promote peace and friendship. Peace Corps was invited to Sierra Leone in 1961 since then, hundreds of Peace Corps Volunteers has worked in the fields of education, health, agriculture community development etc. The work of a Peace Corps Contractor does not limit itself to the role: active support of the Peace Corps mission is paramount to the job because contractors are representatives of Peace Corps in Sierra Leone.

Objective
Contract employee is directly supervised by the Director of Management & Operations. S/he also works in conjunction with the GSA – Facilities and in support of the General Services Office.

Incumbent serves as the Transportation Coordinator, back up driver, and back up for the GSA – Facilities. S/He assures that the transportation needs of the post are fulfilled. S/he assures that vehicles are properly serviced and operated according to Peace Corps and USG guidelines, and manufacturer specifications. S/he oversees the Peace Corps drivers and the mechanic with the support of the DMO. S/He maintains an understanding of all country-specific laws regarding the ownership and operation of motor vehicles and the specific requirements related to diplomatic license plates. Performs all duties during the week and often requires work in the evenings, weekends and holidays. Is required to drive anywhere in Sierra

Leone as requested. Employee understands essential functions and accepts job responsibilities as outlined in this job description. POSITION WILL BE SUBJECT TO BACKGROUND CHECK CLEARANCE.

Tasks & Deliverables

General Description

1. Coordinates and directs post's drivers to ensure approved requests and daily workloads are achieved.
2. Oversees drivers in conjunction with the DMO.
3. Subject matter expert in policy MS 522-527 Vehicle Management including all updates.
4. Performs as a back-up driver as needed.
5. Ensures post is in compliance with AMCS (Administrative Management Control Survey) for all areas pertaining to Vehicles.
6. Ensures that vehicles are in good repair and secure at all times.
7. Coordinates airport transportation for USDH staff and trainees/volunteers.
8. Finds suitable taxi drivers as requested for duties up country.
9. Coordinates vendor sourcing and logistics for bus, truck and vehicle rentals as needed.
10. Ensures that vehicle keys are in the key box, vehicles are locked and locked within the Peace Corps property daily.
11. Maintains daily vehicle logs, collects vehicle logs weekly from each vehicle and inspects them to ensure compliance with Peace Corps and USG guidelines. Follows through with any training opportunities to assist each authorized driver with completing the logs to policy with the utmost accuracy.
12. Weekly records repair and maintenance operation of assigned PC vehicle on ***VMIS*** and Vehicle Maintenance Log.
13. Completes monthly reports (Vehicle Status Report, Fuel Economy Report in VMIS).
14. Ensure fluid (oil, coolant, break, and window) levels are adequate; tires are inflated to manufacturer suggested levels and ensures vehicle manufacturer maintenance schedules are up-to-date; especially before each up country trip.
15. Ensures each vehicle always has a COMPLETE tool kit, medical kit and fire extinguisher.
16. Ensures each vehicle clearly displays driver and passenger rules (e.g seatbelts)
17. Maintain a file on each authorized driver with a copy of their Driver's License, a Vehicle Usage & Authorization form signed, and an MS 522 Agreement Regarding Liability & Claims.
18. Conducts ongoing driver education in areas of manual transmission, recording mileage, inspecting a vehicle before use, driver safety/defensive driving, how to change a spare tire, four wheel drive training and operating a winch.
19. Educates ALL new hires regarding our transportation guidelines, how to request a vehicle, and the key responsibilities of driving a vehicle.
20. Maintain budget records related to vehicle management (fuel and vehicle maintenance), review quarterly, and update DMO regarding variances to budget. Play a role in annual Ops Plan budget construction.
21. Ensures all vehicles have sufficient fuel for planned events and emergencies.
22. Provide support during PST and IST; especially loading and unloading vehicles.
23. Ensures timely pick-up /delivery of goods, especially refrigerated medical supplies.
24. Maintains a schedule of any plate licensing, vehicle inspections and appropriate insurances are always in place for ALL vehicles.
25. Serve as liaison with insurance company, customs office and licensing agencies.
    a. Immediately after a vehicle accident, completes and processes vehicle insurance claims. Provide quotations for the vehicle repair costs to insurance company.
26. Coordinates and assists with keeping vehicles clean inside and out at all times.

27. Assist with all USDH vehicles in customs and embassy requirements including assistance with vendors for repairs and maintenance.
28. Annually reviews Vehicle Fleet Plan, reports fleet size and status. Makes recommendations for replacements.
29. Oversees and is responsible for the disposal (within 60 days of being replaced) process for replaced vehicles and associated equipment.
30. Ensures adequate stock of supplies is on hand at all times.
31. Cross-train GSA – Facilities on ALL aspects of this position.
32. Communicates with the DMO on status of vehicles, vehicles requests and procurements.
33. S/He also coordinates and/or provides driving and "guard" services for Cashier (*or delegate*) while transporting cash to and from PC office. (*In order to perform these "guard" service the Driver is not required to be armed, but must closely accompany the Cashier*).

ROLES AND RESPONSIBLITIES

1. Performs as a back-up to General Services Assistant – Facilities.
2. Assists in obtaining quotations for the procurement of furniture, equipment, office supplies, maintenance, and reproduction services.
3. Assists with contracts, outside vendors, and advises staff on availability of products or services. This process must follow all applicable regulations regarding procurement procedures.
4. Assists in scanning assets for inventories
5. Develop and maintains contacts with public and private sectors officials and appropriate staff of US Embassy to ensure that Peace Corps follows proper federal guidelines in procurement, maintenance, customs, and other necessary areas.
6. Supports Safety and Security: Assists CD, DMO, SSC and others to prepare for and respond to incidents and crises impacting V/Ts and Peace Corps operations. Coordinates with Safety and Security Coordinator (SSC) to ensure that emergency radios or other communication devices are in good working order. Supports completion of necessary safety and security upgrades to office, USDH staff residences, and other Peace Corps facilities. Must be knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of incidents involving V/Ts and any other safety and security incident, including suspicious persons or situations. As requested, may assist with collection of relevant safety and security information about Volunteer sites, including GPS coordinates. Must be knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of incidents involving V/Ts and any other safety and security incident, including suspicious persons or situations.
7. Occasional Money Handler may be required to courier cash and /or purchase orders to various vendors who furnish supplies and/or services to PST/IST training site, or other locations as directed by the Contracting Officer. The PSC may also be required to courier cash to PC trainees or volunteers. The PSC will not be functioning as a procurement or disbursing official but will only be acting as an intermediary between the Contracting or Disbursing Officer and the recipient. In the case of dealing with vendors, the PSC will not exercise any procurement discretion concerning the supplies or services to be purchased or the cost limits of these purchases; these will be determined by the Contracting Officer.
8. The Contractor is subject to worldwide availability and may be requested by the Peace Corps to be reassigned or transferred permanently to another Peace Corps Post/Headquarters or perform temporary duties (TDY) as required and to travel to other assignments within Peace Corps' as assigned. Any such reassignment or transfer shall be subject to agreement of the Contractor. The Statement of Work as defined will remain the same; however the duties may be subject to change as determined by the Contracting Officer.
9. Any other duties as assigned by Director of Management & Operations or Country Director.

Safety and Security

Every individual with any involvement in the operations of Peace Corps Sierra Leone, whether U.S. Direct Hire, U.S. Personal Services Contractor, Foreign Service National, Foreign Service Personal Services Contractor or Volunteer / Trainee has duties and responsibilities directly and/or indirectly associated with Safety and Security. These duties and responsibilities include, but are not limited to, the following:

- Awareness and understanding of all directives of Peace Corps regarding Safety and Security.
- Awareness and understanding of emergency procedures at both home and office.
- Awareness and understanding of duties associated with the Peace Corps Sierra Leone Emergency Action Plan.
- Availability, at both home and office, of staff and Volunteer contact phone numbers and/or email addresses in case the stated individual is directed to establish emergency contact and provide emergency information.
- Maintains current knowledge of the Peace Corps evacuation Plan, the PC Emergency Action Plan and how to use fire extinguisher in order to ensure adequate level of safety and support for Peace Corps/Sierra Leone Volunteers.
- Ensure complete confidentiality regarding all information related to Peace Corps staff, Volunteers and Peace Corps/Sierra Leone operations.
- Any Inherently Governmental Functions (IGFs) such as Supervisor or Receiving Officer

Logistics & Level of Effort

Duty station: The GSA position is located at the Peace Corps/Sierra Leone office on Signal Hill in Freetown, Sierra Leone.

Other Duties, Activities, and Responsibilities

- Perform other duties as assigned.