JOB ANNOUNCEMENT FOR DRIVER

**LOCATION: Based in Podgorica, Montenegro**

**CLASSIFICATION: Part-time (as needed basis), contracted position**

**POSITION: Driver, 2 positions**

**CLOSING DATE: August 14th, 2023**

US Peace Corps seeks for candidates to fill 2 part-time positions of a driver to work only **on as needed basis**. Under the coordination and guidance of the General Services Manager (GSM) and the supervision of the Director of Management and Operations (DMO), a driver is responsible for the safe operation of Peace Corps vehicles, upkeep of paperwork associated with driving duties, and continual readiness of the vehicles. A driver also participates as appropriate in assuring the safety and security of trainees and Volunteers.

**DUTIES INCLUDE:**

* Ensures vehicle operations and maintenance in compliance to: 1) US government policies and regulations; 2) Peace Corps Vehicle policy and guidelines; 3) Montenegrin driving laws.
* Drive Peace Corps Albania and Montenegro staff members, trainees, and Volunteers as assigned, both locally and long distances including out of the country if necessary.
* Participates in assuring the safety and security of Peace Corps Volunteers and Trainees.

**EXPERIENCE REQUIREMENT AND QUALIFICATIONS:**

* High school Diploma
* A valid Montenegrin Category B driver’s license, preferable with a validity of a minimum of six months before expiration.
* Minimum 3 years of professional driving experience is required, preferred experience driving for international organizations.
* Knowledge of local and international routes required. Knowledgeable of locations of businesses, schools, government institutions, etc., in Podgorica and in other parts of the country preferred.
* Basic knowledge of Speaking/Reading/Writing English and fluent knowledge of Montenegrin language is required.
* Knowledge of basic automotive mechanics is preferred (to be able to note and describe irregularities to mechanics, and address emergency situations).
* Ability to work on an as needed basis Monday through Friday with occasional evening and weekend hours when necessary.

**QUALITIES OF SUCCESSFUL CANDIDATES:**

* Professional, ethical, and reliable.
* Excellent communication and inter-personal skills.

**ADDITIONAL REQUIREMENTS:**

* Candidate will need to pass a background/security clearance;
* Candidate will need to obtain a medical certificate;
* Candidate must maintain a current passport or ID and be willing/able to travel cross-border between Montenegro and Albania.

**TO APPLY FOR THIS JOB:**

Applications must be submitted by **COB August 14th, 2023.** and will include current resume or CV outlining related experience and qualifications; cover letter in English; three references; valid driver’s license and the certificates/documents demonstrating the candidate’s skills and abilities. Application packages can be submitted via email to [AL-Information@peacecorps.gov](mailto:AL-Information@peacecorps.gov).

**Only applications from qualified applicants received by COB July August 14th, will be considered.**

The Peace Corps is an Equal Opportunity Employer. For more information, please visit: <https://www.peacecorps.gov/montenegro/contracts/>