



The United States Peace Corps Togo is seeking an individual for the position of

Driver/Mechanic

OPEN TO: All interested eligible and qualified candidates

POSITION : Driver/ Mechanic

OPENING DATE: July 19, 2021

CLOSING DATE: August 6, 2021

STATUS: Full Time (40 hours per week)

A- BASIC FUNCTION OF POSITION

Under the supervision of the Logistics Coordinator, the Driver/Mechanic is responsible to ensure that all Peace Corps vehicles are well maintained. In addition, the incumbent also carries out driver functions, ensuring that Peace Corps Togo Office staff, Volunteers and equipment are driven safely throughout Lome, all of Togo and neighboring countries, and other work-related destinations.

B- MAJOR DUTIES AND RESPONSIBILITIES

The duties of the Driver/Mechanic include but are not limited to:

Mechanic

50%

- Develops and maintains a preventive maintenance schedule for all Peace Corps vehicles.
- Does general maintenance service such as changing the oil, checks and changes transmission, brake, coolant and other fluids, does tune-ups, undertakes rotation of tires, does minor electrical work, changes brake pads, and does other work as assigned.
- Maintains vehicle functional condition by listening to operator complaints; conducting inspections; identifying causes of problems and undertaking repairs that can be done in-house. Where in-house resources are insufficient, recommends follow-up work to Supervisor and oversees work done by outside service providers.
- Maintains vehicle records by recording all services and repairs done.
- Contains costs by using warranty, and evaluating services and parts options.
- Assists the Logistics Coordinator in the identification and procurement of vehicle parts and supplies, and identifies qualified outside repair shops. Supports the Logistics Assistant to maintain and track inventory of spare parts and supplies.

Vehicle maintenance

5%

- Coordinate daily inspections to be performed by all drivers at the beginning of each shift, and review check logs. Ensure that all required documents (e.g., vehicle insurance, registration, logs, and other forms) and supplies (e.g., first aid, fire extinguisher, spare tire, and tool kit) are in the vehicle. Report any anomalies to the supervisor.
- Ascertain that each vehicle is properly cleaned and maintained and that any need for repairs is reported to the Supervisor.
- Perform basic preventative and regular maintenance on assigned vehicles.

Transportation of people and goods

30%

- Use standard maps and GPS (e.g., Smartphone apps) to map safe routes to transport Peace Corps staff, Volunteers, Trainees, and others to their destinations, ensuring that timelines are met.
- Handle office pick-up duties, and deliver parcels and documents as required.
- Maintain contact with dispatch team member to ensure that they are aware of delivery or transport situation.
- Ensure vehicle is properly parked in the evening, with special attention to identifying a safe location when on travel status.

Vehicle Records

5%

- Maintain all required records for vehicles (e.g., logs official trips, records daily mileage, records the use of fuel cards, and keeps records on consumption).
- Ensures that, in the event of an incident involving a Peace Corps vehicle, the necessary steps required by rules and regulations are followed, including reporting to the Supervisor in a timely manner.
- Review vehicle tracking data. Prepare regular "exception" reports and submit to Supervisor, Director of Management and Operations, and Country Director.

Other

10%

- Collect GPS data for sites of significance (e.g., volunteer locations). Collect other data (e.g., photos) and submit to colleagues as requested.
- Performs other duties as assigned by the Logistics Coordinator.

C- QUALIFICATIONS

Education:

- Completion of elementary school and relevant vocational training is required. Completion of secondary school is desirable.
- Mechanic's certificate from recognized institution is required.

Abilities and Skills:

- Valid driver's licenses for Categories B and D are required. Possession of an international driving license is an advantage.
- Ability to undertake general servicing of vehicles and diagnose faults, on both diesel and petrol engines.
- Strategic and analytical thinking skills.
- Basic computer skills (e.g. email, Word, Excel, and Outlook).

Prior work experience:

- Three or more years of related experience working in a similar environment. Two or more years with an international/multicultural organization is desirable.

Language Proficiency:

- Limited knowledge (Level 2) in spoken and written English, and full fluency in French, are required. Good knowledge of at least two local languages in Togo is required. Three or more local languages is desirable.

D- POSITION ELEMENTS

Supervision received

- Position is supervised by the Logistics Coordinator. The incumbent must be able to function well both as a team member and independently.

Safety and Security

- Operates Peace Corps vehicles safely at all times. Immediately communicates Volunteer safety and security concerns and issues to the Safety and Security Manager (SSM) and CD. Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.

Occasional Money Holder

- The personal services contractor (PSC) may be requested to courier cash and/or purchase orders to various vendors who furnish supplies and/or services to Pre-Service Training/In-Service Training sites, or other locations as directed by the Contracting Officer. The PSC may also be requested to courier cash to Peace Corps 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.

E- HOW TO APPLY

All the applications including a cover letter and curriculum vitae in English with three references, copies of most recent diplomas, work certificates and a valid police record (*Casier Judiciaire datant de moins de trois mois*) must be sent to the following address by **August 6, 2021**: TG-JOBS@peacecorps.gov