



REF NO: 26-004-PSC

PERSONAL SERVICES CONTRACTOR (PSC) VACANCY ANNOUNCEMENT

OPEN TO: All eligible applicants. Preference will be given to candidates residing in Lesotho or who are citizens of Lesotho.

POSITION: Driver

SALARY: Compensation from LSL 153, 193.00 to LSL 245, 109.00, negotiable based on salary history and experience.

OPENING DATE: 19th June 2026

CLOSING DATE: 17:15 SAST on Friday, 26th June 2026.

WORK HOURS: This is a full-time position, requiring a minimum working schedule of 40 hours per week.

LOCATION: This is a Personal Services Contract (PSC) position to be based at the Peace Corps Lesotho office in Maseru.

LENGTH OF CONTRACT: The anticipated contract will be for a base period, with up to four option periods, exercisable at the unilateral option of the Peace Corps based on satisfactory performance, continued need for the position, and availability of funds.

PROBATIONARY PERIOD: This position is subject to a probationary period of four (4) months.

POINT OF CONTACT: Questions about this position or the application should be directed to LS-Jobs@peacecorps.gov.

NOTE: Any applicants who are not Lesotho citizens must already have the required work and/or residency permits to be eligible for consideration.

The United States Peace Corps, a United States government agency leading Volunteer programs in 65 countries around the world, is seeking a Driver.

Under the supervision of the DMO, the Driver transports staff, Volunteers and other personnel conducting official Peace Corps business. S/he assures that vehicles are properly maintained and operated according to Peace Corps and USG guidelines, and manufacturer specifications. 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.

Before and during Pre-Service and In-Service Training events, s/he takes on additional logistical and coordination responsibilities as required.

Major responsibilities include, but are not limited to:

Driving

- Takes the responsibility to operate Peace Corps vehicles in a safe and courteous manner at all times. Obeys all Lesotho traffic laws.
- Drives staff, volunteers, and official visitors to authorized destinations as assigned by GSM. (Note: some travel may be for one or more overnights). Ensures that all passengers wear seatbelts.
- Enforces no smoking rule in the vehicles.
- Observes good safety and security practices with passengers; i.e. ensures that all passengers delivered at night are indoors before departing.
- Acts as interpreter for American staff if/when necessary.
- Remains extra vigilant when transporting cash-carrying staff.
- Makes airport pick-ups and delivery of passengers as assigned.
- Maintains accurate mileage logs for each trip taken.
- Keeps vehicles filled with petrol, checks oil, transmission fluid, and coolant levels, checks air pressure in tires each week or as necessary due to driving condition.
- Reports all vehicle maintenance issues in a timely manner so they can be dealt with before becoming serious.
- Ensures that driver's license is kept current and is appropriate for the types of PC vehicles driven.
- Serves as on-call duty driver as requested and scheduled.

Logistics

- Assists GSM in picking up ordered supplies.
- Performs other errands in and around Maseru as assigned.
- Assists staff in loading and unloading the vehicle of such items as PCV mail, training/seminar supplies and equipment, etc.
- Assists staff and volunteers with the transfer of furniture and equipment, loading, transporting and unloading.
- Assists GSM and/or General Services Assistant in the packing/shipping of volunteer personal effects for volunteers who go on medevac/emergency leave and do not return to Lesotho.
- Assists staff as required with sending and receiving UAB and HHE shipments for official reassignment travel.
- Is proactive in noticing things that need to be done in the Peace Corps compound (when the driver is not required for active driving services during the day) and does them without waiting to be asked.
- Assist ITS at remote VRCs on basic computer troubleshooting, installing and updating.
- Performs other duties as assigned.

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 PSC may be requested 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 requested 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.

Other Flexibilities

- If there is a time at post, due to a pandemic or for any other reason, when there are limited or no Peace Corps Trainees and/or Volunteers (jointly referred to as "Volunteers") at Peace Corps/Lesotho, the PSC may be temporarily assigned during that period, as determined by the Peace Corps CD, to carry out additional duties and responsibilities in furtherance of the goals of the Peace Corps in order to enhance the ability of Peace Corps Volunteers to perform functions under the Peace Corps Act, including facilitating a safe environment in order for the successful return or increase of Volunteers.
- This temporary assignment may require the PSC to provide services and/or support beyond what is listed in their current Statement of Work (SOW). The services and/or support may take many forms, examples of which may include but are not limited to, training, providing administrative, technical, medical, and/or operational assistance, building on host country programs, etc. This temporary assignment also may require the PSC to provide these services and/or support to individuals/organizations other than those listed in their current SOW such as host country government, partner organization(s), community member(s), staff, and/or contractors.

Minimum Qualifications:

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item using the attached application form. Failure to do so will result in a determination that the applicant is not qualified.

- COSC or equivalent
- At least 5 years' professional driving experience for the United States Government (USG)
- Valid driver's license
- Valid passport
- Experience as a driver transporting staff
- Experience as a driver for a business of at least 20 employees.
- Fluent English and Sesotho (written and spoken)
- Knowledge of local traffic laws and area traffic patterns
- Have experience of driving in the highlands of Lesotho
- Have knowledge of all the districts of Lesotho

- Have experience driving both in Lesotho and South Africa
- Excellent computer skills, specifically Microsoft Office projects (Word, Outlook, PowerPoint, Excel)

Other Skills and Abilities:

- Ability to travel on overnight trips or longer on very short notice.
- Ability to work well with all kinds of people in cross cultural environment
- Proven ability to function well as a team player in a complex organization.
- Ability to meet deadlines
- Knowledge and/or experience working as a car mechanic will be an added advantage

For Further Information: The complete statement of work listing all of the duties and responsibilities may be obtained on Peace Corps/Lesotho's website at <https://www.peacecorps.gov/lesotho/contracts>. Candidates can download the required application form at the same website. The point of contact is LS-Jobs@peacecorps.gov.

Applicability:

All Basotho citizens and Lesotho permanent residents with a valid work permit.

All applicants under consideration will be required to pass medical and security certifications.

Peace Corps will not discriminate against an applicant because of that person's race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older), disability, or genetic information.

Peace Corps reserves the right to use this announcement and selection process for the purpose of hiring multiple Driver positions.

How to Apply:

A complete application will include a cover letter, a current curriculum vitae or resume, and the completed application form (available to download at <https://www.peacecorps.gov/lesotho/contracts>). Your application materials will be scored against the minimum and desired qualifications, so please include sufficient information. **Do not submit any other documentation with your application.** The application should be submitted to:

E-mail Address: LS-Jobs@peacecorps.gov

Subject Line: REF Number _Position Name _Surname, First Name

Note: Paper applications **will not** be considered. **Due to the high volume of applications received, Only the first one hundred (100) applications will be considered, and we will only contact applicants who will be invited to an interview.** Thank you for your understanding.

Additional Information

- Award of this contract is contingent on availability of funds, reference checks, and completion of a security and medical certification.
- Peace Corps may choose not to fill any positions from this announcement.
- Peace Corps reserves the right to not evaluate or to withhold an offer of a personal services contract to an individual that has a history of poor performance or conduct as a Peace Corps Trainee, Volunteer, or staff member (USDH, PSC, or FSN).
- Peace Corps reserves the right to withhold an offer of a personal services contract to an individual that is a relative or household member of a current Peace Corps staff member.
- Individuals who have current or prior connections with intelligence activities or agencies through employment, related work, or even family relations may be ineligible for a personal services contract.
- The selected individual will be required to comply with any medical and/or training requirements specified for their position in accordance with public health and/or occupational health or safety policies.
- Peace Corps will not discriminate against an application because of that person's race, color, religion, sex, national origin, age (40 or older, except when the applicant is beyond the mandatory retirement age in the country of assignment), disability, or other cases provided for under the Peace Corps Manual Section 653 – Equal Employment Opportunity and Affirmative Employment, or history of participation in the Peace Corps discrimination complaint process, which arise in connection with their employment outside of the United States.
- The selected individual may be asked to complete one or more temporary duty assignments at other Peace Corps posts, transfer to another Peace Corps post or to complete a detail with another USG Agency, a Peace Corps Headquarters office, or with a post other than the post of assignment. As part of an approved detail, the individual may be required to perform work that may be specifically in line with or may add to the duties stated in the contract.