



The United States Peace Corps program in the Philippines seeks qualified candidates for the following position for a **three to four month service.**

DRIVER and LOGISTICS ASSISTANT

(Code: DLA)

TYPE OF CONTRACT: Personal Services Contract
Projected Period of Performance : June 17 to Sept. 27, 2024

Position Summary:

The DLA provides on-going administrative and logistical support to the training program. The DLA receives guidance from and reports to the Training Manager and Language Coordinator. The DLA will be required to follow a 7-day workweek.

Duties and Responsibilities:

General Support:

- Provide logistical support necessary to facilitate staff and trainee travel, supplies, equipment transportation – *including but not limited to inventory & inspection, packing and distribution of training supplies, materials and equipment in coordination with Training Support Staff (TSS).*
- Provides physical labor when requested at the office or at clusters/sites.
- Assists in preparation and reproduction of training and administrative materials (binding, collating and others).
- Attends and actively participates in staff meetings at site to solicit logistical needs for the training program.
- Meets with the Training Manager and the Training Support Staff on a weekly basis or as required to discuss logistical conditions, upcoming requirements and concerns of PST staff and trainees.
- Provides helpful cultural information and insights to PCTs, if needed.
- Maintains a professional and positive public image with the training staff, trainees and the local community demonstrating an effective cross-cultural working relationship.
- Works closely and pro-actively with all PST staff especially the ones at his cluster/site.
- Assists in packing and unpacking of PST materials, supplies and equipment.
- Assist TSS in the inventory of all training materials, supplies and equipment after the PST before these are shipped back to Manila – *ensuring that these are properly returned to the storage room, duly checked/inspected and reported for damage and repairs needed.*

- **COVID-19 additional responsibility:** all PST Team members are expected to follow all health protocols, guidelines and procedures when interacting with fellow staff, Trainees and partners to ensure everyone's safety and to prevent the spread of COVID-19.
- Performs other support tasks as determined by the Training Manager

Driving:

- Drives PC vehicle regularly fully adheres to all Philippines and USPC regulations regarding the use of motorized vehicles.
- Ensures that the vehicle possess the necessary documents for travel including vehicle notice tags required by PC.
- Plan scheduled trip accordingly and be pro-active in knowing updates or changes regarding vehicle schedule.
- Practices safe driving methods ensuring safety of passengers, other vehicles and pedestrians.
- Manages logs of vehicles to indicate kilometers driven, gasoline purchased, and service required and submits it to GSM every two weeks. Also prepares reports as needed related to vehicle use and accident reports.

Vehicle Maintenance:

- Recommends maintenance and service needs to Training Support Staff and GSM to ensure that vehicles are in safe and operable condition at all times.
- Ensures that vehicle assigned to him has adequate tools, spare parts, cleaning materials and fuel supply before and after each travel.
- Maintains vehicle in clean and serviceable condition and performs minor maintenance of a preventive nature.
- Report immediately in writing any mechanical problems or damage to the vehicle to the Training Manager, TSS and GSM.
- Conduct daily routine inspection of vehicle to make sure it is in good working condition and will run smoothly

Safety and Security Responsibilities: Per MS270, all members of the Peace Corps must be familiar with the Emergency Action Plan, their responsibilities in the event of an emergency, and with procedures for reporting and responding to safety and security incidents.

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.

EXPECTATIONS FROM DLAs:

A) COMMUNICATION

- Readiness to communicate concerns with immediate colleagues.
 - Able to Clarify and ask Questions to avoid confusion
 - Open to input and suggestions but at the same time can responsibly make decisions and execute it.
- Able to give & receive feedback; and act on constructive feedback to better manage tasks & responsibilities.

B) Teamwork + Professional Working Relationships

- Does best to build professional & mutually beneficial relationships with fellow PST staff (LCFs, and TCFs) to support each other and work as a united cluster/team throughout the whole PST.
- Willing and able to give and receive feedback out of genuine concern for colleagues and the PCTs.
- Promote best practices including the readiness to address concerns that impact harmonious working relationships through honest direct conversation or facilitated/guided discussions to resolve issues in a timely manner.

C) PCT Support and PC Staff Compliance

- Assures responsiveness to trainee needs as regards to health, safety, host family, training, logistics or any other matters.
- Ensures the proper implementation of and compliance with important PC policies as they apply to Staff and PCT/Vs such as but not limited to alcohol use, out of site/whereabouts, fraternization, helmet and life vest use, drugs, and motorcycle policies.
- Participates in all staff meetings, providing detailed feedback and comments on Trainees' performance and adjustment at site.
- Compliance with PC policies and general procedures for conclusion of employment and end of contract.

QUALIFICATIONS:

Education: Graduate of a vocational course, or of a 2year College course

Experience:

- At least 5 years' experience as a company driver, or driving for profession, is required.
- Relevant experience in travel schedule management and logistics support, is also required.
- Holder of a current Philippine Professional drivers' license of not less than 2 years;
- Two to four years of progressively responsible experience with a US Government Agency or with international organizations, a plus.

Job Knowledge:

- Good knowledge of various Metro Manila and Luzon driving routes and locations.
- Knowledgeable in reading maps, including operation of GPS unit a plus.
- Clear grasp/understanding of driver responsibility in operating vehicle, passenger safety, basic accident protocols;
- Cognizant of local driving laws and regulations.
- Practical knowledge of administrative procedures expected of former employee drivers.



Skills and Abilities:

- Familiar with operating 4-wheel drive cars and commuter vans.
- Knowledge in basic vehicle trouble shooting.
- Strong interpersonal skills -- excellent team player, knows when to consult and when to solicit inputs, open to feedback, and can handle strong personalities.
- Above average communication skills – can express self in clear direct manner, being respectful at all times.
- Able to anticipate needs and knows how to prioritize tasks and schedules.
- Ability to maintain high levels of professionalism and confidentiality.
- Practical abilities in the use of MS Office (Outlook, MSWord and Excel).

Language Proficiency:

- Able to 'Read-Write-Speak-Converse' in both English and Tagalog.

COMPENSATION/BENEFITS:

- Competitive daily rate
- Travel allowance to and from Manila is provided based on a computation by PC.
- When applicable - Lodging in Manila is provided upon a determination by the Contracting Officer.
- Staff housing at the training sites in Bataan is provided because the nature of this work is community-based (not office-based).
- Employer payment of contributions to SSS, Pag-ibig and Philhealth for the months covered by the contract.

REQUIREMENTS:

- Holder of an NBI clearance (valid up to October 2024 or beyond)
- Physically fit to work long hours and perform all activities required for the role;
- Willing to stay and live in Staff Houses at the training site in Bataan for 3 to 4 months;
- Provide Membership numbers with Philhealth, SSS and Pag-ibig.
- COVID19 Vaccination Card indicating completion of primary dose/s + booster shot/s.

APPLICATION PROCEDURES – HOW TO APPLY:

Via email (preferred):

Send application letter and resume to PH-pstvacancy@peacecorps.gov in pdf format of not more than 5 MB.

Important: CV should include three (3) character references, one of whom should be a former supervisor at work. Please provide complete name, designation, company, contact number and correct/current email address for all character references.

Deadline for Application : March 10, 2024.

In the event that no candidate is selected for the position, application will remain open until position is filled.

Note: We will only contact applicants who are being considered. No need to follow-up. Thank you for your understanding.

EQUAL EMPLOYMENT OPPORTUNITY

The Peace Corps is both a federal agency and a vehicle through which American citizens offer needed assistance to people around the world and, in doing so, promote greater cross-cultural understanding between Americans and the people of the host countries. The fulfillment of the Peace Corps' mission to foster greater understanding among the world's citizens requires that we adhere to the highest standards with respect to equal employment opportunity for all Volunteers, employees, and applicants. Discrimination based on factors that have no bearing on a person's ability to serve and perform his or her duties is not permitted and will not be tolerated.