



PEACE CORPS CAMEROON

Statement of Work

Position: 3 Back-up Drivers
Supervisor: Motor Pool Coordinator
Location: Yaoundé, Cameroon
Opening Date: November 08, 2024
Closing Date: November 29, 2024

Peace Corps Cameroon has an opening for three Back-up Drivers. The incumbents will work as back-up drivers during periods of intensive activity in a fast-paced office. Applicants must have a demonstrated record as organized self-starters able to complete numerous tasks simultaneously with minimum guidance. Applicants must be able to work as a team member and provide quality customer service at all times. As a temporary hire, this position offers no benefits (No severance, retirement, medical or leave benefits).

Basic functions of the position:

Under the supervision of the Motor Pool Coordinator, the Part Time Driver is responsible for driving and tracking all vehicle related paperwork and maintenance. He/she shall take full responsibility over the vehicles at his/her possession.

Roles and Responsibilities

- Driving Peace Corps vehicles, staff and volunteers as requested by the Director of Management and Operations (DMO), General Service Manager (GSM), Motor Pool Coordinator (MPC).
- Occasionally drive on long trips as needed.
- Receiving assignments from the Motor Pool Coordinator or as advised by the GSM.
- Keeping assigned vehicle clean and in presentable condition at all times.
- Keeping track of vehicle operation records (vehicle log) for daily point-to-point trips.
- Report any suspicious person, incidences to the Motor Pool Coordinator, GSM or DMO
- Perform daily checks on vehicles and report abnormalities to the Motor Pool Coordinator, GSM.
- Seeking guidance from the Motor Pool Coordinator
- Work week during PST shall be Monday to Saturday and Non-PST Monday to Friday.

Safety and Security

SSI 110 Standard Security Requirements-Driver 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.

Texting While Driving

- To the extent Contractor is allowed to operate a US government owned, leased, or rented vehicle (GOV) to perform their job duties, the Contractor must operate that vehicle safely at all times and only operate it for official business purposes as defined in 31 USC 1334.

- Contractor is encouraged to refrain from texting or from engaging in any behavior that distracts attention from driving safely at any time. Except in an emergency situation, Contractor shall not text message (i) when driving a GOV; (ii) when driving a privately-owned vehicle (POV) while on official government business; or (iii) use electronic equipment supplied by the government while driving any vehicle (even during off-duty hours).

REQUIRED QUALIFICATIONS

Education: Completion of elementary school.

Prior Work Experience:

- Minimum 2 years' experience as a driver/chauffeur and excellent driving record
- Minimum of Category B and D Driving License
- Demonstrated knowledge of local traffic laws and national routes.
- Demonstrated knowledge of vehicle maintenance and safe driving procedures.

Language Proficiency: Written and oral fluency in English or French and working knowledge, at the minimum, of the other.

Knowledge, Skills, and Attitudes:

- Organizational skills, attention to detail and presentation
- Skill and ability to multitask and prioritize tasks
- Computer literacy of MS word, Excel, etc.
- Ability to work as a team and independently and proactively.
- Ability to work a regular Monday through Friday schedule with impromptu weekend assignments and travel to countryside when necessary.

Application instructions

Interested applicants for this position must submit the following:

1. Cover letter in MS Word or PDF
2. Resume (CV) in MS Word or PDF
3. Provide a written answer to the Driver Questionnaire and submit.
4. Three professional references (Email and Telephone numbers)
5. Copy of driving license
6. Telephone number where you can be reached.

Peace Corps Cameroon does not accept documents saved on any cloud format including Google. The file size should not exceed 8MB.

Submit your application to the following email address: CM-HR@peacecorps.gov and include **Backup Driver** in the subject line.

No telephone calls or personal visits please. Only the documents listed in the application instructions should be submitted, including your telephone number by **November 29, 2024**. Only candidates selected for an interview will be contacted.