



## VACANCY ANNOUNCEMENT

*The United States Peace Corps Togo is seeking a  
Temporary Driver*

**OPEN TO:** Eligible and qualified candidates

**POSITION:** Temporary Driver

**OPENING DATE:** January 31, 2024

**CLOSING DATE:** February 21, 2024

**STATUS:** Temporary (on call basis)

**SALARY:** Daily compensation starting at 17,740F CFA, negotiable based on salary history and experience. Benefits include meals allowance, transportation allowance, and medical insurance.

**LOCATION:** Lome, Togo

### BACKGROUND

Under the supervision of the Logistics Coordinator, the driver is responsible to ensure that Peace Corps Togo Office staff, Volunteers and equipment are driven safely throughout Lomé, all of Togo and neighboring countries, and other work-related destinations,

### MAJOR DUTIES AND RESPONSIBILITIES

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

#### Vehicle maintenance

- Perform daily inspections on all assigned vehicles, at the beginning of each shift, and complete 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 Driver/Mechanic and the Supervisor.
- Perform basic preventative and regular maintenance on assigned vehicles.

#### Transportation of people and goods

- 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

- 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

- 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.

## QUALIFICATIONS

#### Education:

- Completion of elementary school is required. Completion of secondary school is desirable.

#### 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 maintenance of vehicles.
- 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.

## 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.

## HOW TO APPLY:

A complete application will include:

1. A cover letter in English
2. A current curriculum vitae or resume in English
3. Copy of relevant diploma(s) or degree(s)
4. Work certificates (to support your previous employment)
5. A valid police record (Casier Judiciaire datant de moins de trois mois), and
6. Completed application form (attached to this email)

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: [TG-JOBS@peacecorps.gov](mailto:TG-JOBS@peacecorps.gov)

Subject Line: PSC-02-2024\_Training Center Manager\_ Surname, First Name

Note: Paper applications will not be considered. Due to the high volume of applications received, we will only contact applicants who will be invited to an interview. Thank you for your understanding.

## Limitations:

Award of this contract is contingent on availability of funds, reference checks, and completion of a security certification.

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.