



## VACANCY ANNOUNCEMENT

The U.S. Peace Corps is an agency that promotes international peace, friendship and sustainable development by providing trained American Peace Corps Volunteers (PCVs), to serve in countries that have requested assistance. The Peace Corps in Guinea has 3 programs: Public Health, Education and Agroforestry. Peace Corps / Guinea operates in several regions of the country, with a training center in Dubreka and offices in Conakry, Labe, and Mamou.

The US Peace Corps is seeking an individual for the position of **Driver**.

**VACANCY ANNOUNCEMENT: VA-ADM-23-03**

**POSITION: DRIVER**

**TYPE OF CONTRACT:** Personal Services Contract (PSC)

**PERIOD OF PERFORMANCE:** 1 year with four renewable one year option periods

**BASIC SALARY RANGE:** GNF 84,344,809 to GNF 126,517,186 per annum Entre GNF et

**POINT OF CONTACT:** HR Specialist at [GN-Recruitment@peacecorps.gov](mailto:GN-Recruitment@peacecorps.gov)

**DUTY HOURS:** 48 hours/Week

**CLOSING DATE / last day to submit applications:** September 24, 2023 at midnight (Guinea time)



## **STATEMENT OF WORK**

### **1. BACKGROUND**

The U.S. Peace Corps is an agency that promotes international peace, friendship and sustainable development by providing trained American Peace Corps Volunteers (PCVs), to serve in countries that have requested assistance. The Peace Corps (PC) in Guinea has 3 programs: Public Health, Education and Agroforestry. Peace Corps / Guinea operates in several regions of the country, with a training center in Dubreka and offices in Conakry, Labe, and Mamou.

Under the direct supervision of the Motorpool Supervisor in conjunction with the General Services Manager, the Driver is responsible for transporting Peace Corps employees, volunteers, visitors, and property in the greater Conakry area and also up country.

Peace Corps Volunteers serving in Guinea as well as the Peace Corps Guinea staff are reflective of the diversity of the US and Guinea. The incumbent along with all members of the Peace Corps network and those that we come in contact with should be made to feel:

- \* respected as equals
- \* valued for their unique contributions and perspectives
- \* supported in realizing their full potential

The incumbent serves as a leader in promoting policies and practices which realize diversity and inclusion at Peace Corps.

### **1. MAJOR DUTIES AND RESPONSIBILITIES:**

#### **Vehicle Operation:**

- Operates passenger or light utility vehicles in Conakry and upcountry as directed by Motor pool Supervisor, General Services Manager, or Senior Staff.
- Operates vehicle in accordance with local laws and such policies as established by responsible passenger.

#### **Vehicles Maintenance:**

- Maintains vehicles in a clean and mechanically sound state.
- Monitors fuel, oil, fluids, tires pressure, spare tire, and other basic mechanical systems on a daily basis.
- Obtains fuel as directed by Motor Pool Supervisor or Senior Staff. Is responsible for fuel coupons, signs for fuel purchases and is responsible for correctness of quantity received.
- Alerts appropriate staff member as to any repairs or maintenance necessary.
- Makes minor emergency repairs during upcountry trips.
- Records all trips in vehicles mileage logs in a timely manner.

**Travel:**

- Prepares vehicles for upcountry trips: loads vehicle with necessary spare maintenance parts, extra fuel, tool kit, first aid kit, fire extinguisher, and cargo.
- Responsible for insuring that all documentation (Ordre de Mission, vehicle registration card, insurance card) is with vehicle before leaving on trip.
- Confirms arrangements for picking up travelers.
- Arranges personal affairs to allow for absence from Conakry for duration of upcountry trip.
- Assists with the loading and unloading of vehicle and ensures that items unloaded from vehicle are taken to their specific destination.

**Security:**

- Locks all doors and closes all windows whenever leaving vehicle.
- Keeps watch over vehicle while parked so as to deter theft and vandalism.

**Other Duties:**

- Assumes responsibility for cash advances taken out in their own name from cashier. Cash advances are for paying hotel bills, emergency vehicle repairs, incidental expenses, etc.
- Performs other tasks as assigned by the Motor Pool Supervisor or senior staff.

**Driving:**

- To the extent Contractor operates a US government owned, leased, or rented vehicle (GOV) to perform his or her job duties, Contractor must operate that vehicle safely at all times and only operate it for official business purposes as defined in 31 USC 1334 and Peace Corps MS 522.
- Contractor must refrain from texting or from engaging in any behavior that distracts attention from driving safely at any time. Except in an emergency situation, Contractor must not text message (i) when driving a GOV; (ii) when driving a privately-owned vehicle (POV) while on official government business; or (iii) while using electronic equipment supplied by the government while driving any vehicle (even during off-duty hours).



## 2. 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.

## 3. ROLES AND RESPONSIBILITIES

The Driver position is in the Administrative Department and reports directly to the Motorpool Supervisor. This position transport Peace Corps employees, volunteers, visitors, and property in the greater Conakry area and also up country.

### **Occasional Money Handler**

The 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 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.

## 4. LOGISTICS

The Driver is based in Conakry. S/He will also be expected to attend in-country trainings and out of country trainings for ongoing staff development. Peace Corps will provide support for any travel away from Conakry as established by post regulations.

The driver will be provided her/his own working space as well as a personal computer for her/his use and will be expected to have a working knowledge of basic Microsoft Office programs.

Trainings for any programs specific to Peace Corps will be provided.

The Contractor is subject to worldwide availability and may be requested by the Peace Corps to be reassigned or transferred permanently to another Peace Corps Post/Headquarters or perform temporary duties (TDY) as required and to travel to other assignments within Peace Corps' as assigned. Any such reassignment or transfer shall be subject to agreement of the Contractor. The Statement of Work as defined will remain the same; however the duties may be subject to change as determined by the Contracting Officer.

## 5. LEVEL OF EFFORT

The driver works 48-hours a week as indicated in the contract. The job may require working after hours and, on weekends and holidays in case of emergencies.



## 6. MINIMUM QUALIFICATIONS

- **Education:** Completion of high school (BAC) is required or a diploma from a professional school.
- **Experience:** Have a minimum of 5 years of work experience as a driver with a good driving history. Have a good knowledge of the roads of Conakry and the interior of Guinea Knowledge of auto mechanics would be an asset.
- **Language:** Excellent verbal and written communication skills in French and at least a local language. English would be an asset.
- **Computer skills:** Basic knowledge of Microsoft Word, Excel, and Outlook.
- **Other:** Category **C** driving license required; Category **D** preferred. Ability to work in a multicultural environment with professionalism and respect. Must be able to pass a basic medical exam for vision, hearing and blood pressure.

## **SUBMITTING AN OFFER**

Interested applicants for this position must submit the following documents, or the application will not be considered:

- A Cover Letter
- A detailed resume or C.V.
- A completed application for U.S. Federal Employment (DS-174), available at <https://www.peacecorps.gov/guinea/contracts-and-vacancies/>. The form must be completed in English.
- Three Professional References
- Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position.

Applications will only be accepted by e-mail to [GN-Recruitment@peacecorps.gov](mailto:GN-Recruitment@peacecorps.gov). To be considered, email applications can only be sent once, with the subject: **Candidature – Chauffeur VA-ADM-23-03**.

Applications must be received no later than **Sunday, September 24, 2023 at midnight**. (Guinea time).