

JOB VACANCY ANNOUNCEMENT

PEACE CORPS - ACCRA

Number: **PC-22 -004**

Position: **Driver**

Office: **U. S. Peace Corps**

Open to: **All Interested Candidates**

Work hours: **40+ a week**

Closing Date: **June 03, 2022**

Salary: **¢27,994.00 – ¢43,390.00 PA plus benefits**

PERSONAL SERVICES CONTRACTOR (PSC)

The Peace Corps is a United States federal agency that promotes international peace, friendship and sustainable development by providing trained men and women to serve in local communities. In Ghana, these trained men and women (Peace Corps Volunteers) work in the areas of Health, Education, and Agriculture. The agency in Ghana is seeking to hire a driver to assist with its operations its Dodowa office. Applicant will live/reside in Dodowa. Position does not offer moving expenses/allowances.

Desired Qualifications and Statement of Work:

- Please see the attached Desired and Required Qualifications, and the Statement of Work.

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

Application materials (Cover Letter, CV, copy of Driver's License) may be submitted in any one of the following two ways:

Email: GH-Jobs@peacecorps.gov

Mail: US Peace Corps
PO Box 5796
Accra North
Accra, Ghana

All application materials, including a Cover Letter and CV, must be received in the Accra office no later than 5:00pm on June 03, 2022. Any applications received after this time will not be considered for employment.

U. S. Peace Corps – Ghana

Position: Driver

Number of Positions: One Position

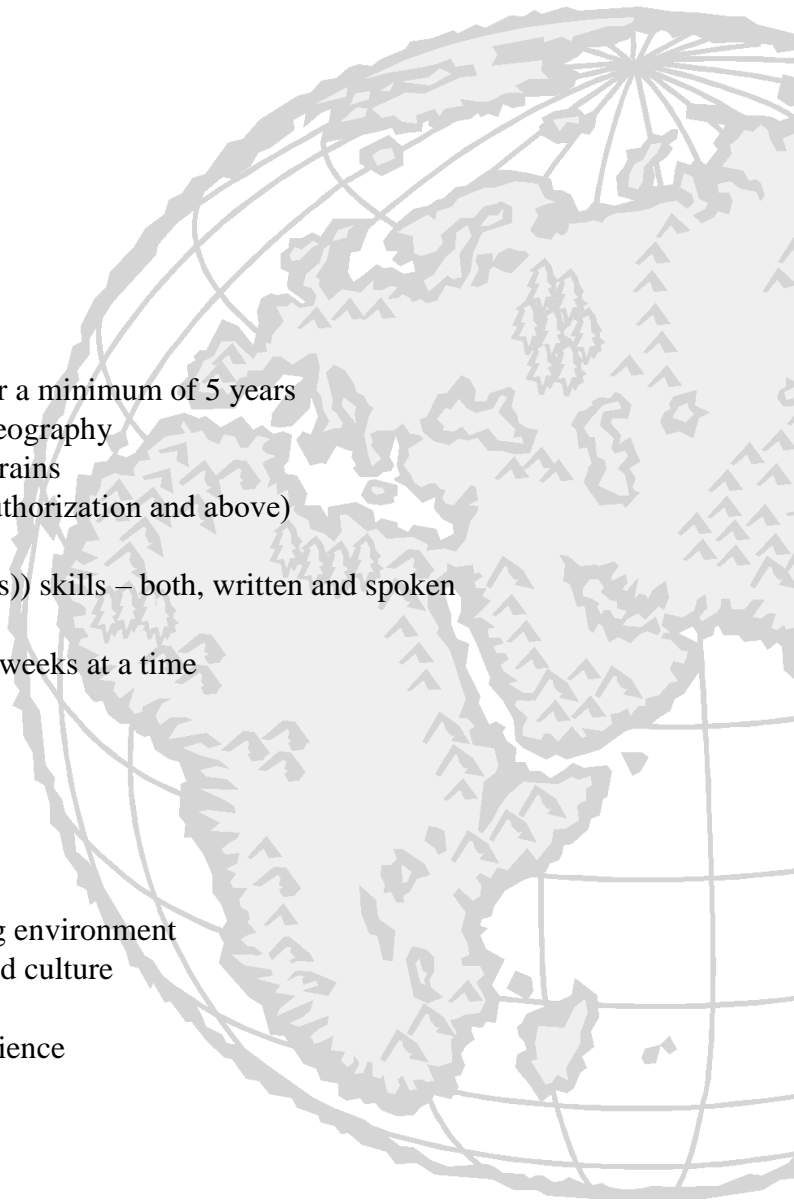
Duty Station: Dodowa

REQUIRED QUALIFICATIONS

- Experience working as a professional driver for a minimum of 5 years
- Extensive knowledge of Ghanaian roads and geography
- Ability to drive well in difficult and diverse terrains
- A valid Ghanaian Driver's License (Class D authorization and above)
- Good interpersonal skills
- Bilingual (English, Ghanaian Local Language(s)) skills – both, written and spoken
- Flexibility in working hours and work load
- Ability to travel and be on the road for several weeks at a time
- Must pass a standard medical and eye exam
- Must have a clean driving record

DESIRED QUALIFICATIONS

- Experience working in a cross-cultural setting
- Experience working in a fast paced, demanding environment
- Knowledge and understanding of US values and culture
- Experience working with a team
- Advanced auto mechanic training and/or experience





U.S. PEACE CORPS GHANA

STATEMENT OF WORK: DRIVER

POSITION DESCRIPTION

The U.S. Peace Corps is an agency that promotes international peace and sustainable development by providing trained men and women, Peace Corps Volunteers (PCVs), to serve in countries that have requested assistance. The Peace Corps Driver position entails driving a bus, SUV, van or truck to deliver passengers and/or cargo throughout the city of Accra, to various Peace Corps sub-offices, to Volunteer sites within Ghana, and to countries adjacent to Ghana, including short and long scheduled treks and emergencies. The position further involves first line maintenance and communication with the Motor Pool Supervisor of any potential vehicle issues. It is imperative to maintain the roadworthiness of each vehicle, and ensure vehicle safety for long distance travel throughout remote areas. The Driver performs all duties as directed by the Motor Pool Coordinator Supervisor, General Services Manager (GSM), Director of Management and Operations (DMO) or Country Director (CD).

DUTIES AND RESPONSIBILITIES

- Performs role of Duty Driver as assigned by Motor Pool Coordinator, DMO or General Services Manager (GSM)
- Picks up passengers at airport or other areas of Accra and delivers them to specified locations. Drives personnel to official occasions as directed, and waits for them as instructed
- Picks up cargoes at the seaport, airport, and other sources in and around Accra, and delivers them as directed
- Delivers invitations and other mail to diplomatic missions, Ghanaian Ministries, and other addresses
- Drives Peace Corps staff members and Peace Corps Volunteers throughout Ghana on official business
- Delivers mail and supplies to PCV sites as assigned
- Performs first line maintenance while on the road in remote areas
- Assures that vehicles are equipped with a spare parts kit, tires, etc. prior to departing on treks, using a standard checklist (provided by GSM)
- Ensures vehicles are fueled and cleaned every morning
- Assists with GPS locations of sites and inventory scanning while on treks
- Advises Motor Pool Supervisor, GSM or DMO of any potential vehicle issues
- Any other duties as directed by the GSM, DMO or CD

Safe Driving Duties:

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.

Peace corps drivers are required to drive safely at all times during their duty. Safe driving includes but is not limited to the following:

1. Following the road regulations related to driving.
2. Not taking risks which could cause harm, injury, or destruction of property (Be a good defensive driver).
3. Abiding by the “rules” of the road.
4. Obeying posted speed limits – and not driving at excessive speeds. (not exceeding 100KM)
5. Being cautious when driving through crowded villages, or along roads where there are people walking.
6. Not cutting in and out of traffic – weaving between lanes.
7. Failing to yield to other traffic when appropriate.
8. Any other negligent acts which would not be considered as safe driving.
9. 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) while driving a privately owned vehicle (POV) while on official business; or (iii) while using electronic equipment supplied by the government while driving any vehicle (even during off-duty hours).

Failure to drive safely in a Peace Corps vehicle will be considered a serious violation which may require specific disciplinary actions to be taken up to and including dismissal.

Safety and Security Duties for all Peace Corps positions:

- Addresses safety and security proactively by ensuring appropriate assignments for Volunteers and adhering to Peace Corps site development policies and procedures.
- Identifies and immediately communicates Volunteer safety and security concerns or issues to the Safety and Security Manager (SSM) and the CD.
- Ensures prospective sites meet established programmatic and safety/security criteria (e.g., safe housing, a clearly defined assignment with an organization that shows real interest in working with a Volunteer, etc.).
- Reviews and references site history files when evaluating potential sites. Incorporates appropriate site-specific safety and security-related information into site history files.
- Ensures designated host country counterparts participate in counterpart orientation/training and are prepared to work with and support Volunteers, including their role in Volunteer safety and security.
- Maintains communication with each Volunteer and solicits periodic feedback, including information about Volunteer safety and security.
- Maintains a calendar of Volunteer site visits, and completes appropriate number of site visits to assess Volunteer progress, safety and security, and to provide technical guidance and moral support.
- Monitors Volunteer compliance with Peace Corps policies, especially related to safety and security, and initiates corrective action as necessary.
- Participates in the design and implementation of the Emergency Action Plan (EAP).
- Acts as duty officer, as needed.
- Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.

Miscellaneous:

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).

Authorization must be given by the Country Director for any staff to drive a Peace Corps Vehicle.

PSC is expected to adhere to Peace Corps code of conducts as mentioned in the PSC contract with reference to PC Manual Sections and the Ghana Staff Handbook.

Temporary Duties (TDY):

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.

Occasional Money Handler:

This position may act as an Occasional Money Handler, as assigned, to perform work within the scope of duties. The PSC may be required to courier cash and/or purchase orders to various vendors who furnish supplies and/or services to PST/IST training sites, or other locations as directed by the Contracting Officer. The PSC may also be required 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; of the Peace Corps Act.