JOB VACANCY ANNOUNCEMENT
PEACE CORPS - ACCRA

Number: PC 16 008
Position: Driver (temporary position from hire date until November 30, 2017)
Office: U. S. Peace Corps
Open to: All Interested Candidates
Work hours: 40+ a week
Closing Date: July 20, 2016, 5 p.m.

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 temporary driver to assist with its operations in the Tamale office.

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

**Compensation:**
- Competitive.

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 Licence) may be submitted in any one of the following two ways:

Email: jobs@gh.peacecorps.gov
Mail: US Peace Corps
      PO Box 5796
      Accra North
      Accra, Ghana

PLEASE NOTE: THIS POSITION IS A TEMPORARY POSITION FROM HIRE DATE UNTIL NOVEMBER 30, 2017.

All application materials, including a Cover Letter and CV, must be received in the Accra office no later than 12:30 pm on Wednesday, July 20, 2016. Any applications received after this time will not be considered for employment.
U. S. Peace Corps – Ghana
Driver (temporary position)
Number of Positions: 1
Duty Station: Tamale, Ghana

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
- Basic auto mechanic skills

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
Position: Driver (temporary position)  
Supervisor: Director of Management and Operations (DMO)  
Duty Station: Tamale, Ghana

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, sedan, SUV, van or truck to deliver passengers and/or cargo throughout the city of Tamale, to other Peace Corps 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 Supervisor, General Services Manager (GSM), Director of Management and Operations (DMO) or Country Director (CD) and in coordination with the Program Assistant in Tamale.

DUTIES AND RESPONSIBILITIES

- Picks up passengers at airport or other areas of Tamale and delivers them to specified locations.  
  Drives personnel to official occasions as directed, and waits for them as instructed  
- Picks up cargoes, luggages at various part of the country, 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)  
- Washes vehicles every morning  
- Available for emergency needs with limited notice  
- Advises Motor Pool Supervisor, GSM or DMO of any potential vehicle issues  
- Any other duties as directed by the GSM, DMO or CD

Safety and Security and TDY Duties for PSC Staff Contracts

OPR: SS/GO and Global Operations

Safety and Security Duties:
- 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.
Safe Driving Duties:
Peace Corps drivers are required to drive safely at all times during their duty. Safe driving is defined as 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.
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.

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

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.
- 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.