



PEACE CORPS MOROCCO VACANCY ANNOUNCEMENT DRIVER (CHAUFFEUR)

OPEN TO: All Interested, Qualified Candidates
POSITION: **Driver (Chauffeur)**
DUTY STATION: Rabat, Morocco
TARGET START DATE: January 2024
SALARY LEVEL: An annual gross salary of 117,397 MAD based on 40-hours/week. The US Peace Corps offers an attractive, competitive package including CIMR, CNSS, Health and Disability insurance, Annual Leave and other benefits. Applicable deductions will be made from the personal services contractor's gross salary for CNSS and CIMR contributions, health/life/disability insurance, and all applicable tax obligations as imposed by government authorities.

DEADLINE FOR APPLICATIONS: Sunday, November 11, 2023

The United States Peace Corps seeks a qualified individual to serve as a contracted Peace Corps Driver (Chauffeur). The targeted start date for the selected candidate(s) will be January 2024. The Driver transports Peace Corps Volunteers, staff, visitors and other passengers during official Peace Corps business. The Driver ensures that vehicles are properly maintained and operated according to Peace Corps and US Government policies, relevant transportation guidelines and requirements, and manufacturer vehicle specifications. The Driver is also required to perform other duties to support Peace Corps' operations. These tasks will include but not be limited to supporting logistical/procurement activities; administrative and mail room support to the general services/admin units; or assisting in other areas as assigned.

One or more candidates may be selected from this advertisement, based on need and availability of funding.

JOB RESPONSIBILITIES [NB: A full description of all duties will be listed in the Driver's Statement of Work]:

Transportation and Vehicle Operations

- Provides safe and courteous transportation to riders. Demonstrates a positive, 'customer-focused' approach and maintains a professional interaction with passengers at all times.
- Is available to provide official transportation during the work day as well as at times outside established office hours to accommodate the needs of Peace Corps or assist during emergency situations. Examples include meeting passengers upon flight arrivals, transporting passengers to official functions, after regular business hours, driving to Peace Corps events or volunteer sites, etc.
- Operates vehicles in accordance with the traffic laws of Morocco and policies of Peace Corps and the United States Government. Practices defensive driving techniques.
- Insures the safety and security of all passengers (including the driver himself) and Peace Corps vehicles and property by adhering to driving safety and security guidelines including, but not limited to, wearing seatbelts, no smoking/texting/phone calls while operating vehicle.
- Maintains detailed vehicle logs for all travel in the Peace Corps vehicles. Submits logs as directed.
- Assumes responsibility for the safe storage of vehicles at Peace Corps facilities, as well as in acceptable locations when traveling over night to other cities. Procures fuel and automotive supplies as needed.
- Cleans and keeps the vehicles orderly. Maintains a safe, secure and clear garage facility.
- Must be willing to travel and work extended hours or irregular hours, including weekends, when necessary, as well as be able to remain overnight(s) outside of Rabat as required to perform duties. Credit (Comp) time off in lieu of overtime may be accrued and used according to established procedures at Post.
- Provides driving services and accompanies PC cashier (or delegate) while transporting cash to and from Peace Corps office. Assists the Cashier or other Peace Corps staff in making payments and small purchases.
- Completes all required Peace Corps trainings including confidentiality, harassment, and safety/security topics as mandated by Peace Corps Morocco or Peace Corps Washington.

- Treats information obtained – read or heard - confidentially and with sensitivity.
- Must complete/pass and maintain good standing under any program of driver training(s) and/or medical/vision/physical exams prior to contract and throughout the contract's period of performance, as required under current or future US Peace Corps or US Government (including US Embassy Morocco) policies.
- Performs in a professional and appropriate manner at all times.

Other Administrative, Logistical or General Support Tasks

- Provides support to Peace Corps staff during site visit events, Pre-Service Training, conferences, etc.
- Assists the General Services Manager (GSM), General Services Assistant (GSA) or other designated staff member when Volunteers depart post.
- Performs as a key resource for the Post Mail Room group by assisting the GSM/GSA as assigned with various related activities. These include collecting mail, documents, and packages from post office, the U.S. Embassy or other designated sites on a regular basis. Assisting with the sorting/distribution of mail within the office. Or helping out with other Post mail room activities as assigned when not driving.
- When not performing other duties, reports to the General Services Manager to see if there are any items requiring attention. Such work may include, but is not limited to, loading and unloading of supplies, equipment, furniture, etc.; reorganization of offices and/or residences, cleaning of territory, covering phones in the office, etc.
- Is available for duty on a 24-hour basis, in order to respond to emergencies involving volunteers or staff. Will be expected to work additional hours as needed, including holidays and weekends, to coordinate and provide support to Peace Corps during extraordinary events and official functions.
- Immediately communicates Volunteer safety and security concerns and issues to the Safety and Security Manager and Country Director.
- Performs other duties and responsibilities as assigned by the General Services Manager or DMO.

MINIMUM REQUIRED QUALIFICATIONS

- **Education:** Completion of secondary school is required (**avoir 'niveau bac'**).
- **Prior Work Experience:** Two (2) years driving experience as a professional chauffeur is required. Applicants must be at least 25 years old and five years of practical driving experience is required.
- **Language Proficiency:** Limited, working knowledge (limited conversational level) of English is required. Proficiency in Arabic and French.
- **Have a valid Category B driver's license**
- **Be a Moroccan citizen**

DESIRED SKILLS AND KNOWLEDGE

- **Job Knowledge:** A comprehensive knowledge of Moroccan driving rules and regulations is required. Familiarity with roads in other regions of Morocco.
- Ability to communicate at an effective, limited conversational level with English-speakers by phone/ in - person and to handle other required duties of the position.
- Basic auto maintenance knowledge to perform vehicle maintenance activities or resolve minor issues.
- Possess basic computer literacy skills with ability to use email and other basic computer applications.
- Demonstrate positive interpersonal skills with ability to interact constructively with a diverse range of people

Abilities: Must exhibit good judgment, courtesy, tact and professionalism when interacting with Volunteers, staff and other passengers. Ability to make sound decisions on weather and road conditions at all times. Possess a positive attitude; be a team player with flexibility and patience to perform the job under general instructions. Driver will also be required to perform manual labor or tasks that involve lifting and bending.

OTHER REQUIREMENTS: Selected candidates for this position must complete/pass and maintain good standing under any program of driver training(s) and/or medical/vision/physical exams prior to contract and throughout the contract's period of performance, as required under current or future US Peace Corps or US Government (including US Embassy Morocco) policies. Also, any applicants being considered will be required to have a brief conversation with a designated Peace Corps staff member to assess the applicant's level of limited, working knowledge of English, as part of the selection process.

IMPORTANT - APPLICANTS SHOULD CONFIRM THE FOLLOWING FOR CONSIDERATION:

- Applicant's CV/Resume should indicate completion of secondary school (**avoir 'niveau bac'**)

- Applicant should indicate on their CV/Resume their level of English proficiency

For consideration, all applicants must submit their Resume (CV) together with a Cover Letter stating in detail how their education and experience fulfill the requirements of the position. Submitted material must address all listed requirements.

Both Cover Letter and Resume (CV) must be type written in English and emailed by closing deadline to:

Moroccojobs@peacecorps.gov

Please include the title of the position for which you are applying in the subject line of your email.

Due to the high volume of applications received, we will only contact applicants who are being considered.

All experience, skills and qualifications will be verified. Award of a contract is contingent on a favorable security background check.

The United States Peace Corps is an Equal Opportunity Employer.