# SCOPE OF WORK

*(Recruitment, PSC Duties, and Performance Reviews)*

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| **Organization** | US Government – Peace Corps Sierra Leone |
| **PSC Position Title** | Driver  |
| **Reports To** | Training Manager |
| **Supervises**  | N/A |
| **Annual Base Salary** | 30,900,328 SLL |
| **Contract Type** | Short-Term, Not to Exceed 90 Days |
| **Duty Location** | Kambia, Sierra Leone |

1. Minimum Requirements:

At a minimum, the successful candidate’s CV must demonstrate the following:

* The successful candidate should at least have the following:
* Minimum five (5) years of professional driving experience
* Valid driver license with a clean driving record
* Completion of secondary school education
* Proficient in oral and written English
* Able to use Microsoft Outlook
* Proof of residency or a work permit or a labour card
* Experience working in a multi-cultural environment preferred
1. **Preferred:**
* Experience as a mechanic preferred
1. **Background**

The mission of Peace Corps worldwide is to promote peace and friendship. Peace Corps was invited to Sierra Leone in 1962, since then hundreds of Peace Corps Volunteers have worked in the fields of Education, Health, Agriculture community development etc. The work of Peace Corps Contractor does not limit itself to the role: active support of the Peace Corps mission is paramount to the job because contractors are representatives of Peace Corps in Sierra Leone.

Peace Corps’ mission is to promote Peace and friendship by fulfilling three goals:

* To help the people of interested countries in meeting their need for trained men and women
* To help promote a better understanding of Americans on the part of the peoples served
* To help promote a better understanding of other peoples on the part of Americans
1. **Objective of the Position**

This position will work in close collaboration with the General Service Department through the Training Manager to plan, implement and evaluate with a specific focus on transportation needs of Peace Corps Trainees (PCTs) Volunteers (PCVs), and Staff. The functions include coordinating Pre-Service Training transportation needs and appropriately manage Peace Corps properties and funds. The Pre-Service training (PST) Driver function within Peace Corps Sierra Leone incorporates a variety of duties and responsibilities, not the least of which is helping to promote and protect PCT/Vs safety and security. This position is a critical link in enabling the program to be responsive, timely and thorough. It is vital that each contractor hired to fulfill the duties and responsibilities called for in this position understands clearly what is required. The PST Driver receives day-to-day instructions from the Training Manager (TM), looks to him for guidance on priorities and always checks with the TM to ascertain the scheduling of work requirements. The PST Driver will receive an evaluation of his/her performance by the Training Manager in conjunction with Logistician at the end of PST.

The PST driver also work under the supervision of the Logistician in collaboration with the Training Manager and the GSA. S/he will be responsible for ensuring that all transportation system and arrangement are in place for successful implementation of PST. S/he will provide a link between the training site and Peace Corps office. Will also be expected to participate in all General Training of trainers (GTOT) workshops to prepare you for work and to get you understand the functionality of Peace Corps. Also makes recommendation when PCT progress is not adequate and provides additional support to PCTs as agreed upon.

1. **Tasks & Deliverables**

Required Driver Tasks

* The PST Driver does not have one (1) vehicle assigned on a continuous basis. Vehicle assignments change at any time owing to circumstances, i.e. location of a site, weather and/or road conditions, servicing, trips, etc. The following apply to any and all vehicles, which are used by the PST Driver in the course of his/her duties.
* Proper Maintenance. Follows manufacturers' guidance with respect to maintenance as needed. Reports all maintenance requirements to the Logistician.
* Regular Servicing. Regularly inspects systems and mileage accumulated between servicing and ensures that all necessary servicing is performed and/or obtained. This includes, but is not limited to, oil, filters (oil, air and fuel), lubrication, brakes and brake fluid, lights, tires, batteries, cooling system, security devices (alarm and locks), seat belts, etc. Takes action to correct deficiencies, including preparation of Purchase Requests to procure services and/or supplies and passes to Manager for first approval, then to Administrative Officer for final approval.
* Driving Conditions. Remains aware of actual driving conditions and responds accordingly, i.e. in anticipation of up-country driving conditions, requests all necessary supplies and/or services to the vehicle needed, or when driving in foggy conditions, at dusk or dawn, turns on low beam lights so that oncoming traffic may see the vehicle, etc.
* Emergency Supplies. Maintains all necessary emergency supplies, i.e. spare tire(s), jack, fire extinguisher, first aid kit, flares and/or flashlight, etc. inspecting on a regular basis and taking action to correct deficiencies, examples include, changing flashlight batteries when running low, filling spare tire(s) with air as required, etc.
* Personal Responsibility. Ensures that he/her is physically fit and in proper frame of mind, i.e. awake, alert, etc. before operating vehicle. Do not operate a vehicle after drinking alcoholic beverages or while on any medication which causes drowsiness.
* Mileage Logs. Keeps accurate mileage logs recording all places visited, times, kilometers or miles traveled, refueling, etc., as called for in the mileage log procedures.
* Refueling. Maintains fuel tank as full as possible and never less than 1/4 of a tank.
* Washing. Utilizes washing facilities available to maintain vehicle in a clean and appealing fashion.
* Cleaning of territory. Keeps the parking area and / the drive way clean of dirt, garbage, etc.
* Operation. Operates vehicle in a safe manner at all times, complying with all Sierra Leone driving laws, respects the embarking rules, i. e. the number of people embarked in the vehicle must never exceed the number of seats established by the manufacturer.; respects the speed limits. At all times, when required by local police, provides documentation and handles situation in a courteous manner. Uses the vehicle in the manner intended, i.e. uses clutch properly, gears-down on inclines or when preparing to stop, maintains a minimum of 1 car length between vehicles over 15 km of speed maintained, maneuvers around corners and through traffic properly with concern shown to pedestrians. Uses low beam lights when driving through fog. Before turning on the ignition key makes sure all the passengers in the vehicle have put on the safety belts. **Do not start the vehicle if all the passengers do not have their safety belts on.** Reports to the Training Manager, about any cases when people refused to put on the safety belts
* Passengers: Allows ONLY Peace Corps staff (and family members of staff in certain situations), Volunteers and Trainees, as well as Host Agency personnel when accompanied by PC member, to ride as passengers in the vehicle. Does not pick up hitchhikers or allow friends, acquaintances or others to ride in the vehicle. When in doubt, the Messenger will obtain approval from the Country Director or Administrative Officer prior to providing transportation. Violation of this rule will result in immediate suspension and possible termination of contract. Do not carry passengers more than the manufacture recommends. Insures all passengers in vehicle use safety belts at all times.
* Accidents: All accidents must be reported promptly to the TM, Director of Management of Operations (DMO), Country Director (CD) and police, providing complete and accurate information. A written report will be submitted within eight hours of an accident.
* Security: Performs security check of the vehicle prior to entering the PC premises, according to the PC Sierra Leone established procedures. When the assigned vehicle is not in use, insures all doors are locked, other safety devices are applied (alarm), and valuable materials removed when parking overnight or in unsafe areas. The PST Driver is responsible and accountable for any items that are stolen from the vehicle due to his/her negligence.
* Safety and Security: Provides safety and security support to PC Volunteers and staff and assists in MS 270 regulations compliance.

Material Design and Development:

* Design an inventory /log sheet of all Peace Corps Trainees, Volunteers, and Staff movement during PST

Other Duties

* Work well with permanent Peace Corps drivers as needed.
* Deliver and collect letters and any information to stakeholders.
* Coordinate and plan daily staff pick up and drop off.
* Pick up lunch.
* Participate in daily PST debrief.
* Support the PST Team in:
* Setting up the Training Hall for daily training events
* Setting up the training site for Public training events (including and not limited to Adoption Ceremony, Swearing-in Ceremony etc.)
* Any other requests

Management controls:

* One-on-one performance review evaluation with the TM.

Attend the Mandatory GTOT which includes Peace Corps goals and philosophy.

Reports:

* Submit weekly reports to the TM with an inventory description of vehicle movement log sheet.
* Notify the TM about any management challenges that might occur during PST.
* Submit regular reports on the state of the vehicle logistics.

Required briefings and meetings:

* Meet regularly with Logistician/TM to discuss Trainees/Volunteers and staff movement of upcoming event.
* Meet regularly with the team you are supervising/oversee to discuss work related issues to enhance training success.
* Participate in PST team meetings when required.
* Participate actively in team building activities that foster teamwork.
1. **Standard Roles and Responsibilities**
2. OMH: Occasional Money Handler may be requested to courier cash and /or purchase orders to various vendors who furnish supplies and/or services to PST/IST training site, 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.
3. 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.
4. IGF: N/A
5. **Logistics & Level of Effort & Duty Station**

Duty station is the training facility in Kambia, Sierra Leone. Will be required to work at Training Site during 10 weeks of training and other in-service trainings. May be required to work in another town, subject to revisions as needed). May also be required to travel up country as needed, including on short notice. Performs duties during a 48 hour work week. Events may require occasional work in the evenings and on weekends and holidays. May carry a duty phone.

1. **Application Requirements**

In order to be selected for this position, the applicant must be a Sierra Leone Citizen with residency, and must not have been employed in intelligence-related activities.

All applications must be submitted before the date and time documented below and must include the following supporting documentation:

* + Typed letter of interest
	+ Typed CV that clearly documents how you meet each of the above required qualifications
		- CV should display employer, location, position title, start month/year and end month/year dates, hours per week, responsibilities, and accomplishments
	+ At least three traceable professional references and contact information
		- One reference must be a recent professional reference (current or former supervisor, former professor/instructor, etc
		- Provide professional email addresses and professional telephone numbers to be reached at place of work/organization/school/etc.
	+ Copies of all certificates and education documents related to the qualifications needed for this position
	+ A legalized photocopy of your ID card displaying citizenship and proof of residency
	+ The subject line of the typed letter of interest must indicate the Position Title of the job you are applying to be considered for review

Submit your application by email to: sl01-pcjobs@peacecorps.gov or by hand to: HR Specialist, Peace Corps/Sierra Leone, 34 Old Railway Line, Signal Hill, Freetown, Sierra Leone on or before 5:00PM on Thursday, April 15th, 2021.

All experience, skills and qualifications will be verified. Applicants with high potential will be scheduled for an interview at the Peace Corps office in Freetown or at the training site in Kambia, Sierra Leone.

Employment is contingent on a favorable security background and medical check, budget availability, Pre-Service Training calendar/timeline, and the number of Volunteers/Trainees attending training. Multiple selections or no selection may be made from this advertisement, and the roster may be used to make selections on a future date.