



**INTERNAL AND EXTERNAL
PERSONAL SERVICES CONTRACTOR (PSC) VACANCY ANNOUNCEMENT**

Reference No: PSC – 25 – 003

Position Title: Driver/Expediter-Fleet Coordinator

Location: Monrovia, Liberia

Reports To: General Services Manager

Number of Position(s): One (1)

OPEN TO: All interested candidates. Preference will be given to candidates residing in Liberia or who are citizens of Liberia at the time of application.

CLOSING DATE: **November 1, 2024**

WORK HOURS: The Driver/Expediter-Fleet Coordinator: Full Time; 44 hours per week; Typically, Monday through Thursday from 8:00 am to 5:30 pm and Friday from 8:00 am to 2:00 pm, with flexibility to work additional hours or on weekends on an as-needed basis.

Length of Contract: The anticipated contract will be for a base period of up to one year, with up to four option periods, exercisable at the unilateral option of the Peace Corps based on satisfactory performance, continued need for the position, and availability of funds.

Position Summary:

The Driver-Expediter/Fleet Coordinator works under the supervision of the General Services Manager (GSM) and is responsible for providing safe and courteous transport for staff, Volunteers, and other personnel conducting official Peace Corps business. S/he expedites the customs clearance and other host government approvals of incoming and outgoing shipments of household and personal effects and other property of U.S. citizen personnel and of U.S. Government equipment and supplies. Facilitates the arrival and departure of official visitors, U. S. Direct Hires and their EFMs, TDYers and LE Staff official travels and maintains an understanding of all country-specific laws regarding the ownership and operation of motor vehicles, the specific requirements related to managing vehicles with diplomatic license plates, and all Peace Corps policies regarding vehicles.

DUTIES AND RESPONSIBILITIES

Functional Area # 1 Driving and Vehicle Care- Time commitment 5%

- Drives PC staff, visitors, contractors, volunteers/trainees, and training staff to destinations in *and possibly out of* Liberia. Meets with GS-Transportation on a daily basis to review and plan for transportation needs for Peace Corps.

- Inspects vehicle fluid (oil, coolant, break and window) levels are adequate and that tires are inflated to manufacturer suggested levels prior to leaving for trips outside of Monrovia.
- Completes Daily Vehicle Logs with each individual segment of driving in compliance with Peace Corps and USG guidelines.
- Understands policy MS 522 Vehicle Use including all updates.
- Ensures post is in compliance with AMCS (Administrative Management Control Survey) for all areas pertaining to your position.
- Ensures parking area and surrounding property is maintained, organized and clutter free in appearance.

Provide driving and “guard” services for Cashier (*or delegate*) while transporting cash to and from PC office. (*In order to perform these “guard” service the Driver is not required to be armed, but must closely accompany the cashier*).

Functional Area # 2 Expediter- Time commitment 40%

- Presents permits and other paperwork required for customs exemptions on incoming and outgoing private and U.S. Government property to host government customs and other relevant GOL offices.
- Expedites processing and approval of customs papers, permits and documents.
- Retrieves shipment papers on incoming and outgoing U.S. government shipments and clears through customs.
- Facilitates the arrival and departure of official USG personnel by ensuring passengers are accorded their required immunities and are properly guided through the host country airport check-in and check-out procedures.
- Performs expediting duties for LE Staff on official travels.
- Types, and in some cases drafts, general correspondence and reports, files shipping and customs clearance documents and other paperwork, keeps records, and performs miscellaneous clerical work as necessary.

Functional Area # 3 Fleet Management/Transportation Time commitment 45%

- Coordinates scheduling, prioritization, and execution of all motor vehicle travel throughout the country, including vehicle usage, driver scheduling, and any other logistics arrangements to ensure trips are completed satisfactorily.
- Subject matter expert in Peace Corps Vehicle Management policies.
- Works with drivers to maintain daily and weekly vehicle logs (mileage, fuel, and maintenance) and checklists. Collects vehicles log weekly from each vehicle and inspects them to ensure compliance with Peace Corps and US Government guidelines. Trains all authorized drivers in completing the logs and checklists with the utmost accuracy. Reviews all vehicle logs with DMO on a weekly and monthly basis.
- Records weekly repairs and maintenance, fuel logs, and mileage logs of Peace Corps vehicles in Peace Corps’ Vehicle Management Information System (VMIS).
- Performs daily checks of Peace Corps vehicles in accordance with vehicle checklist and ensures that vehicles keys are in the key box, all fuel chips are accounted for, vehicles are locked and secured within the Peace Corps compound.

- Completes the Vehicle Weekly Inspection/Condition Report to assess vehicle working condition, review for scratches and dents, review for any servicing requirements, checks fluid (oil, coolant, break, and window) levels are adequate, tires are inflated to manufacturer suggested levels, ensures vehicle manufacturer maintenance schedules are up-to-date and report any repair needs to GSM.
- Ensures all Peace Corps vehicles comply with Government of Liberia motor vehicle safety laws and requirements.
- Ensures each vehicle always has a complete tool kit, medical kit, and fire extinguisher.
- Ensures each vehicle clearly displays an accident card, a non-smoking sign, a buckle-up sign and no cell/text sign.
- Conducts on-going driver education in areas of inspecting a vehicle before use, driver safety/defensive driving, manual transmission driving, basic vehicle maintenance, four-wheel drive training, and operating a winch.
- Develops staff movement plan and informs staff in a timely manner of the weekly vehicle movement schedule and updates staff as needed when changes occur.
- Provides logistics support as needed for Peace Corps trainings and workshops, specifically Pre-Service Training (PST).
- Ensures all vehicles have sufficient fuel in advance of planned events and in case of emergencies.
- Ensures all vehicles are packed with the necessary supplies and items in advance of planned trips so as not to delay transportation schedule.
- Educates all new hires regarding Peace Corps' transportation guidelines, how to request a vehicle, and the key responsibilities of driving a vehicle.
- Assesses and certifies all new staff for Peace Corps vehicle driving privileges.
- Reviews and follows up on all Peace Corps vehicle accident reports from drivers.
- Coordinates the usage of approved/ trusted taxi drivers as needed.
- Ensures timely pick-up/delivery of goods and supplies, especially refrigerated medical supplies.
- Ensures that all vehicles are kept clean inside and out at all times.

Functional Area #4 Procurement Time commitment 5%

- **Assists in obtaining quotations for the purchase of items and services as needed.**
- Follows and understands the Peace Corps Liberia Procurement/Receiving Process.
- **Makes recommendations to GSM, A/GSM and DMO regarding vehicles supplies and equipment and third-party repair work needed to keep vehicles functioning properly.**
- Follows and understands the Peace Corps Liberia Procurement/Receiving Process.

Functional Area #5 Safety and Security Time commitment 5%

- 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 Country Director. Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.

- Works with drivers to ensure that safety and security standards are met for appropriate Peace Corps vehicle operation and maintenance. Coordinates with Safety and Security Manager (SSM) to ensure that emergency radios or other communication devices are in good working order.

Functional Area #5 Other Duties

- May be required to serve as a sub-cashier, couriering cash, purchase orders, and/ or receipts to various vendors who furnish supplies and/or services to Peace Corps. She/he may also be required to courier cash to Peace Corps Trainees or Volunteers. She/he will not be functioning as a procurement or disbursing official but will only be acting as an intermediary between the DMO or Disbursing Officer and the recipient. In the case of dealing with vendors, the incumbent 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 DMO.
- Assists and backs up GSM and AGSM as needed.
- Incumbent performs other duties or assignments, when deemed necessary by the Country Director and/or GSM, DMO, for the successful implementation of Peace Corps program(s) and/or operations in Liberia.

Other Flexibilities:

- This assignment may require the PSC to provide services and/or support beyond what is listed in their current Statement of Work (SOW). The services and/or support may take many forms, examples of which may include but are not limited to, training, providing administrative, technical, medical, and/or operational assistance, building on host country programs, etc. This temporary assignment also may require the PSC to provide these services and/or support to individuals/organizations other than those listed in their current SOW such as host country government, partner organization(s), community member(s), staff, and/or contractors.”

4. Roles and Responsibilities:

This position is located with the Management and Operations Team and reports to the General Services Manager. This position will interact with external vendors for supplies and services.

5. Logistics:

Incumbent will be based in the Peace Corps Main Office in Monrovia. The Incumbent will be provided a computer, a desk phone, a mobile phone and other equipment deemed necessary to conduct their work.

6. Level of Effort:

The incumbent’s work week shall not be less than 44 hours. At times, due to the nature of our work, the incumbent may be required to travel and work nights/weekends/holidays and/or to carry a duty phone when necessary.

7. Minimum Qualifications:

- **Education:** Minimum of 12th grade Diploma certificate and completion of a technical or vocational training course related to being vehicle maintenance.

- **Prior Work Experience:** A minimum of five (5) years of work experience as a driver. Previous experience serving as a Fleet Coordinator a plus. Experience in procurement, general services.
- **Driver's License:** Applicants must have a valid driver's license.
- **Work/Residency Permits:** Applicants must have valid work and/or residency permits allowing work in Liberia.
- Strong communication and interpersonal skills.
- Must be able to communicate in English and must have ability to read and write in English
- Excellent customer service skills.
- Experienced in Microsoft Outlook and computer operation.
- Ability to give oral and written instructions.
- Ability to prioritize multiple tasks and follow-up on duties.
- Ability to work effectively with a team.
- Ability to work independently as needed to support the group effort.
- Must maintain a valid Security Clearance.
- Must have good knowledge of road conditions throughout Liberia.
- Must have knowledge of general vehicle maintenance.
- Ability to prioritize multiple tasks and follow-up on duties.
- Demonstrated ability to drive under difficult situations in rural Liberia and adhere to driving laws. Ability to perform general vehicle maintenance and keep vehicles in good working condition.

How to Apply:

A complete application will include the following documents:

- Cover letter.
- Copy of valid driver's license
- Current curriculum vitae (CV) or résumé
- Completed application form (available to download at <https://www.peacecorps.gov/liberia/contracts>)

Your application materials will be scored against the minimum and desired qualifications, so please include sufficient information for us to be able to evaluate your candidacy.

All application materials should be submitted to LR-Jobs@peacecorps.gov with the subject line: **PSC-25-003 -Driver/Expediter_Fleet Coordinator**

The deadline for submission of applications is **Friday, November 1, 2024, at 5:00 pm**. Applications received after this date will not be considered. Candidates who are determined to be highly qualified for the position will be further evaluated through a practical examination and/or interview.

Due to the high volume of applications for all positions, only those invited to participate in technical tests and/or interviews will be contacted.

Limitations:

- The award of this contract is contingent on availability of funds, reference checks, and completion of a positive security certification.
- Peace Corps reserves the right to not evaluate or to withhold an offer of a personal services contract to an individual that has a history of poor performance or conduct as a Peace Corps Trainee, Volunteer, or staff member (USDH, PSC, or FSN).
- Peace Corps reserves the right to withhold an offer of a personal services contract to an individual that is a relative or household member of a current Peace Corps staff member.
- Individuals who have current or prior connections with intelligence activities or agencies through employment, related work, or even family relations may be ineligible for a personal services contract.
- The selected individual will be required to comply with any medical and/or training requirements specified for their position in accordance with public health and/or occupational health or safety policies.
- Peace Corps will not discriminate against an applicant because of that person's race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older, except when the applicant is beyond the mandatory retirement age), disability, or genetic information.
- The individual selected may be asked to complete one or more temporary duty assignments at other Peace Corps posts, transfer to another Peace Corps post, or to complete a detail with another USG agency, a Peace Corps Headquarters office, or with a post other than the post of assignment. As part of an approved detail, the individual may be requested to perform work that may be specifically in line with or may add to the duties stated in the contract.