



# USAID | GUINEA

FROM THE AMERICAN PEOPLE

1. SOLICITATION NUMBER: SOL-675-15-00007
2. ISSUANCE DATE: September 14, 2015
3. CLOSING DATE AND TIME: September 25, 2015. 4:30 Local Time,
4. POSITION TITLE: DRIVER
5. OPEN TO: All Qualified Candidates
6. WORK HOURS: FULL TIME; 48 HOURS/WEEK
7. MARKET VALUE OF POSITION: FSN-04 (GNF45,721,495 – GNF 68,582,242) per annum). ( **With the possibility of hiring the employee at a lower grade if successful candidate not fully qualified,**) Final compensation will be based on the individual's salary and work history, experience and educational background.
8. EVALUATION FACTORS: Evaluation of qualifications and experience required of candidates will be conducted on a 100-point scale and weighted as follows: **Education** (10points); **Work Experience** (40 points); **Knowledge, Skills & Abilities** (40 points); **Language** (10points).
9. PERIOD OF PERFORMANCE: One year renewable annually for up to a total of five years, subject to availability of funds and satisfactory job performance.
10. PLACE OF PERFORMANCE: Conakry, Guinea
11. SECURITY ACCESS: Background Check
12. AREA OF CONSIDERATION: Foreign Service Nationals
13. NOTE: **Due to the number of applications we Receive, only applicants who have been Short listed will be contacted by USAID.**

***ALL ORDINARY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION***

**STATEMENT OF WORK/POSITION DESCRIPTION:**

**A. BASIC FUNCTION OF POSITION:**

Operation and control of a motor vehicle to provide efficient transportation services to the Mission Director.

**B. MAJOR DUTIES AND RESPONSIBILITIES:**

Driving, maintenance and repair of vehicle and maintaining log book.

a) Operates a Passenger and/or non-Passenger motor vehicle in accordance with local laws, USAID regulations, and the Executive Officer's instructions. Transports the USAID/Guinea Mission Director and authorized personnel on official business within the City of Conakry, including the international airport, and other areas/districts/regions within Guinea and Sierra Leone as required. Makes regularly scheduled courier trips to pick up and deliver documents, supplies, and other items periodically during the working day as requested and required.

b) Ensures vehicle is clean and in serviceable condition and performs preventive maintenance routinely; reports any malfunction of the vehicle to the Executive Officer and relevant ICASS personnel for immediate solution. Verifies and completes Daily Preventive Maintenance Vehicle Checklist. Completes trip tickets and other vehicle records daily.

c) Registers Daily Vehicle log book.

**C. QUALIFICATIONS/SELECTION CRITERIA:**

**Education: (10 POINTS)**

Completion of secondary school is required

**Work Experience: (40 POINTS)**

At least three years of driving experience as a chauffeur

**Knowledge, Skills & Abilities: (40 POINTS)**

Familiarity with operation of vehicles; good knowledge of driving and safety laws in Guinea; Knowledge of city layout, good driving skills

**Language (10 POINTS):**

Basic understanding of English and French (level II) is required

**TOTAL: 100 POINTS**

**D. POSITION ELEMENTS:**

a. Supervision Received:

The FSN PSC will work under the direct supervision of the Mission Director

b. Supervision Exercised: None.

c. Available Guidelines:

Safety rules and traffic laws of Guinea and Agency handbooks

d. Exercise of Judgment:

Exercise in connection with handling of emergency driving situations

- e. Authority to Make Commitment:  
None
- f. Nature, Level, and Purpose of Contacts:  
Contact with Mission employees and visitors being transported
- g. Time Expected to Reach Full Performance Level: Three months.

#### **E. INSTRUCTIONS TO APPLICANTS:**

**Applying:** For applicants to be considered for this position the following guidelines will be adhered to and forms completed, signed and submitted, to allow the evaluation committee to thoroughly and objectively review your application vis-a-vis the requirements of the position.

- i). **Marking Applications:** To ensure consideration of applicants for the intended position, please *reference the solicitation number on your application, and as the subject line in any cover letter*, as well as *using the address/delivery point specified in this solicitation*.
- ii). **CV:** An up-to-date curriculum vitae (CV) or resume. The CV/resume must contain sufficient relevant information to evaluate the application.
- iii). **Form AID 302-3 OR DS-174:** The submitted form *must* be signed and completed as much as possible. Form is available on USAID Website <http://www.usaid.gov/forms> or internet <http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?formType=ALL>
- iv). **References:** Three (3) to five (5) references, who are not family members or relatives, with working telephone and e-mail contacts. The references must be able to provide substantive information about your past performance and abilities. Reference checks will be made only for applicants considered as finalists.
- v). **Posting address:** Completed package Applications should be sent to:  
[Conakrypscjobs@usaid.gov](mailto:Conakrypscjobs@usaid.gov).

#### **F. SECURITY AND MEDICAL CLEARANCES**

- i). **Medical Clearance:** Prior to signing a contract, the selected individual will be required to obtain a medical clearance. Instructions for obtaining the medical clearance will be forwarded to the selected individual once negotiations have been concluded.
- ii). **Security Clearance:** Prior to signing a contract, the selected individual will be required to obtain a Security Background Check. Instructions for obtaining the security clearance will be forwarded to the selected individual once negotiations have been concluded.

**EQUAL EMPLOYMENT OPPORTUNITY:** *The US Mission in Guinea provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. USAID/Guinea also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.*

*The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.*

**CLEARANCES:**

EXO:PSampil\_\_\_\_\_Date\_\_\_\_\_

S/R/EXO:SCarter\_\_\_\_\_Date\_\_\_\_\_

R/CONT:AGueye:\_\_\_\_\_Date\_\_\_\_\_

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