

JOB DESCRIPTION

DRIVER

The Government of Moldova intends to recruit a team of professionals for its Compact implementation unit Millennium Challenge Account – Moldova (MCA Moldova) comprised of managers and specialists in a variety of fields to manage the implementation of the Compact Program financed through the Millennium Challenge Corporation (MCC), a United States Government agency. In this way, experienced applicants are sought for the position of Driver.

More information about the Compact can be found at:

<http://mca.gov.md> and

<http://www.mcc.gov/mcc/countries/moldova/index.shtml>

Scope

The Driver will work as part of a busy management team and will provide driving services for the MCA-Moldova. This position requires a high degree of confidence, commitment and punctuality.

Position Duties

The Driver shall perform the following duties:

- Plan route and requirements by studying schedule or ad-hoc requests by the office;
- Transport the MCA Moldova staff and guests only with the authorization given by ED/DED/DAF;
- Use the vehicle only for business purposes.
- Must observe local and international traffic rules in terms of speed limits, use of safety belts, no use of cell phones while driving, prohibition of alcoholic beverages consumption etc.;
- Maintain passenger confidence by keeping information strictly confidential;
- Complete the Log Book and the Fuel Requisition Form, and submit it to the Finance and Budget Assistant, on a monthly basis;

- Fulfill special office requests by picking up and delivering items as directed and running errands;
- Perform handyman services upon request;
- Keep the vehicle in a clean and tidy condition at all times;
- Prepare vehicle by conducting operator maintenance;
- Service and repair the vehicles at an authorized dealer/service center;
- Fuel the vehicle at a designated filling station after obtaining relevant approval from ED/DED/DAF;
- Perform other tasks and responsibilities related to the MCA Moldova as requested by the supervisor from time to time;

Qualifications and Experience

Minimum qualifications required

- A valid driver's license (class B).
- Map reading benefits and also to use the knowledge of GPS devices.
- Experience: 5 to 10 years of driving experience preferably with international organizations.

Attitudes

- Demonstrates commitment to organization's mission, vision and values.
- Exerts strict adherence to rules, regulations and procedures.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Safety First and Good Driving Habits.
- Has excellent attendance and positive attitude to the job.

Language

- Fluent in written and oral communication in Romanian; good proficiency in English and Russian.

Development and operational effectiveness

- Excellent interpersonal skills are essential part of the job. Good personality, dynamic and responsive, and ability to work independently are other essential qualities.

The applicant also must:

- Be a citizen of the Republic of Moldova, or a resident of the Republic of Moldova holding an appropriate work permit.
- Be of outstanding character and integrity.
- Be free of all conflicts of interest and committed to protecting the integrity of the Program.

Instructions for Submission of Applications

To be considered, applicants must submit the following information:

- 1) **Cover letter** (maximum three pages) addressing applicant's ability to perform duties and responsibilities as stated in the position description above.
- 2) **Curriculum Vitae**, not to exceed five (5) pages, showing at a minimum, the applicant's educational background including degree(s) obtained, professional experience in reverse chronological order, language proficiency, and any other relevant professional information.
- 3) **Professional References**: Names and contact information (telephone number(s) and email address) of three professional references in addition to anyone already listed in Item (2) above. Please clearly state the relationship of the professional reference to the applicant (e.g., supervisor, former colleague, other).
- 4) **Deadline for receipt** of the aforementioned information is February 1st, 2013 at 17:00 in Chisinau, Moldova. Complete application packages must be expedited to:

Mail to: **Millennium Challenge Account Moldova
Iorga 21 str., Office 5
Chisinau, Republic of Moldova
(tel: +373 22 852291)**

Email to: office@mca.gov.md

- 5) **An email application** should specify the position name for which you are applying in the subject line of the email message. The application materials should be submitted as attachments in PDF format.
- 6) **If the applications are sent by mail**, the application package must be sent in an A4 envelope that is marked with a reference. This reference can include the name of the applicant or any other single reference chosen by the applicant. Applications submitted by fax will not be accepted.
- 7) **The cover letter and curriculum vitae must be submitted in English.**
- 8) **Short-listed applicants** will be contacted for interviews. Questions and/or phone inquiries from applicants prior to formation of the short-list will not be accepted.
- 9) **MCA-Moldova reserves the right** to contact applicant's listed references and any other relevant references that may aid MCA-Moldova in evaluating the applicant's qualification and suitability for the position.