

JOB DESCRIPTION

DRIVER

Background

The Government of Moldova had set up an organizational unit to manage the implementation of the Development Program financed through the Millennium Challenge Corporation (MCC) - a United States Government agency. Under the legislation, this unit is entitled the Millennium Challenge Account – Moldova (MCA-Moldova) and includes managers and specialists in a variety of fields. This job advertisement seeks experienced applicants for the position of **Driver**, a long term and full time position that reports to the Office Manager of the MCA-Moldova.

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 provide reliable and secure driving services, proper use and day-to-day maintenance of the assigned vehicle. This position requires a high degree of confidence, commitment and punctuality.

Position Duties

The Driver shall perform the following duties:

- Ensure provision of reliable and secure driving services by:
 - driving office vehicles for the transport of authorized personnel and delivery and collection of mail, documents and other items and
 - meeting official personnel and visitors at the airport, visa and customs formalities arrangement when required.
- Ensure cost-savings through proper use of vehicle through accurate maintenance of daily vehicle logs, provision of inputs to preparation of the vehicle maintenance plans and reports.
- Ensure proper day-to-day maintenance of the assigned vehicle through timely minor repairs, arrangements for major repairs, timely changes of oil, check of tires, brakes, car washing, etc at an authorized dealer/service center;.
- Ensure that all immediate actions required by rules and regulations are taken in case of involvement in accidents.
- Make field trips in/or out-side the country;
- Prepare monthly summary of fuel consumption and report to supervisor;
- Ensure that the assigned vehicle is clean and roadworthy;
- Support and assist the MCA Moldova management team by performing other relevant activities such as photocopying, providing messenger services, archiving

correspondence, make distribution of the correspondence, mails and documents to appropriate persons;

- Provide logistical support to MCA Moldova management team in organization and preparation of all workshops, meetings and events;
- Assist in arranging technical aspects of procurement of equipment, furniture and office supplies;
- Perform other tasks and responsibilities related to the MCA Moldova activity as requested by the supervisor;

Qualifications and Experience

Minimum qualifications required

- A valid driver's license, knowledge of driving rules and regulations and skills in minor vehicle repair;
- Map reading skills and knowledge of GPS devices operation.
- Experience: minimum 10 years of driving experience preferably with international organizations. Experience in administrative work is a plus.
- Clean criminal record is a must.

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 Romanian and Russian; proficiency in English is a plus.

Development and operational effectiveness

- Excellent communication and 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 three (3) 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 . 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 December 20, 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 852299)

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.