

JOB DESCRIPTION

DRIVER

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

Under the direct supervision of the MCA-Moldova Finance and Administration Director, the Driver shall perform the following duties:

- Respond quickly and competently to the team member's requests;
- Plan Route and requirements by studying schedule or ad-hoc requests by the office;
- Transport the entity staff and guests;
- Meet officials at the airport and facilitate immigration and customs formalities as required;
- Fulfill special office requests by picking up and delivering items as directed and running errands;
- Keep the vehicle in a clean and tidy condition at all times;
- Take care of the day to day maintenance of assigned vehicles, check oil, water, battery and brakes. Prepare Vehicle by conducting operator maintenance;
- Use the car only for business purposes, as assigned by the respective entity member;
- Maintain passenger confidence by keeping information strictly confidential;
- 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 skills and knowledge of GPS devices.
- Experience: 5 to 10 years of driving experience with international organizations.
- No drug or criminal records.

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, be proactive and initiative.
- Ability to perform multiple tasks and work under pressure with a wide range individuals and institutions.

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.
- Be of outstanding character and integrity.
- Be free of all conflicts of interest and committed to protecting the integrity of the Project.

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 December 20, **2015, at 23:59** 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 852217)

- 5) Email to: office@mca.gov.md
- 6) **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.
- 7) **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.
- 8) **The cover letter and curriculum vitae must be submitted in English.**
- 9) **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.

- 10) **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.