



## Peace corps Cameroon Personal Service Contract Job Description

**Position** Motor Pool Coordinator

**Reports to:** General Services Manager (GSM)

**Position Summary:** Under the supervision of the General Services Manager, the Motor Pool Coordinator will provide support in the following; vehicle and staff movement throughout Cameroon, assisting with the Emergency Action Plan (EAP) and rapid response to safety and security incidences, and supporting the Assistant General Services Manager (AGSM) and General Services Manager (GSM) in appropriately recording vehicle fuel and maintenance data. Additional, this position serves as mail clerk and backup Receptionist, assists the General Services Assistant (GSA) with warehouse management and inventory. The Motor Pool Coordinator performs all duties as directed by the AGSM, (GSM), Director of Management and Operations (DMO) or Country Director (CD).

**Salary:** Grade: 7 Range 7,362,105 to 12,515,575CFA basic salary plus additional allowances.

**Location:** Yaounde, Cameroon

**Application Opens:** September 04, 2020

**Application Closes:** September 18, 2020

**Supervisory role:** No

The Motor Pool Coordinator will have the following roles and responsibilities:

### Motor Pool dispatcher 60%

- Receives requests from AGSM for transportation and dispatches drivers and official vehicles
- Manages the schedule for all vehicular movement for staff, PC Volunteers and Trainees
- Assists in vehicular response and support during safety, security and medical incidents
- Supports staff and Volunteers with special events
- Maintains vehicle dispatch log and keeps individual vehicle log files as directed by AGSM
- Uses GPS platform to retrieve reports for review by AGSM
- Collects and reviews driver overtime data for approval
- Enter fuel consumption and maintenance data on VMIS
- Audits individual vehicle logs for review by AGSM
- Responsible for vehicle keys.
- Act as an incidental driver and drive PCVs and staff within Yaoundé

### Mailroom Assistant 30%

- Transmit registered and regular pouch packages through the Embassy
- Drop off and pick up mail, packages, PCV passports, and other items from the post office, U.S. embassy, police and Regional Office
- Work with Receptionist to ensure smooth flow of PCV and office packages
- Coordinate with Duty Driver to deliver messages and correspondences to organizations, vendors, ministries, Presidency and others as requested.
- Assist AGSM and GSA with air freight shipments
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- Perform other duties as assigned by the Country Director, DMO, GSM, AGSM, and GSA

### Other Duties 10%

- Assist regional staff in sub-office with vehicle movement and maintenance schedules.
- Assist sub-offices and training site as requested.



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- Assist in EAP drills, providing logistical support for vehicle movement.
- Perform front desk duties as assigned. Perform other duties as directed by AGSM/GSM or DMO.

#### **Safety & Security**

SSI 110 Standard Security Requirements: Immediately communicates Volunteer safety and security concerns and issues to the Safety and Security Manager (SSM) and CD. Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.

#### **Occasional Money Holder**

The PSC may be required to courier cash and/or purchase orders to various vendors who furnish supplies and/or services to PST/IST training site, or other locations as directed by the Contracting Officer. The PSC may also be required to courier cash to PC trainees or volunteers. The PSC will not be functioning as a procurement or disbursing official but will only be acting as an intermediary between the Contracting or Disbursing Officer and the recipient. In the case of dealing with vendors, the PSC 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 Contracting Officer.

#### **REQUIRED QUALIFICATIONS**

**Education:** Hold a University degree in travel, logistics, fleet management or related field. An equivalent of 7 years of relevant work experience in travel and logistics and fleet management will be considered in lieu of education.

#### **Prior Work Experience:**

- At least seven years experience in vehicle maintenance, safe driving procedures and a vast knowledge of Cameroonian road network.
- Minimum of five years of progressive experience in fleet management.
- Minimum five years of experience in courier services
- Hold at least Category B Driving license

**Language Proficiency:** Written and oral fluency in English or French and working knowledge, at the minimum of either language.

#### **Desired knowledge and skills**

- Minimum of five years experience working with an international organization
- Proficiency in use of Microsoft Office Suite as well as other web-based applications is mandatory
- Demonstrated knowledge of regulations and procedures pertaining to local travel industry and customs clearance processes, and fleet management;
- Ability to meet deadlines, meticulous work habits, and the highest level of integrity
- Demonstrate strong cross cultural communication and interpersonal skills, conflict management skills, diplomacy and tact with staff, Volunteers, Trainees, community members and members of government
- Demonstrated ability to juggle multiple priorities and meet deadlines.
- Ability to work as a team and independently and proactively.
- It is anticipated that at times the duties and deadlines of this position may require the incumbent to work beyond normal working hours.

#### **Application instructions**



## Peace corps Cameroon Personal Service Contract Job Description

Submit the following in MS Word or PDF:

1. Cover letter
2. Resume
3. Three professional references
4. Telephone number where you can be reached

Submit your application to the following email address: [CM-HR@peacecorps.gov](mailto:CM-HR@peacecorps.gov) and include **MOTOR POOL COORDINATOR** in the subject line.

**Peace Corps Cameroon does not accept documents saved on any cloud format including Google. The file size should not exceed 8MB.**

**No telephone calls or personal visits please.** Only candidates selected for an interview will be contacted.