

ATTACHMENT I – STATEMENT OF WORK



POSITION:	DRIVER
REPORTS TO:	GENERAL SERVICES MANAGER (GSM)
SUPERVISES:	N/A
WORK WEEK:	44 HOUR, 5 DAY WORK WEEK (IN EMERGENCIES OR ON OCCASIONS MAY BE ASKED TO WORK IN ADDITION TO OR OUTSIDE STANDARD WORKING HOURS, ESPECIALLY IF UP-COUNTRY)
BASE ANNUAL SALARY:	ANNUAL SALARY RANGE BEGINNING FROM THB 332,543.00
DUTY STATION:	PEACE CORPS OFFICE, BANGKOK (DUSIT DISTRICT) (DOMESTIC TRAVEL AS REQUIRED)
SPECIAL NOTES:	THIS POSITION REQUIRES SIGNIFICANT TRAVEL IN THAILAND

Position Summary: The Driver transports Peace Corps staff, Volunteers and other personnel conducting official Peace Corps business. S/he assures that vehicles are properly maintained and operated according to Peace Corps and US Government guidelines, and manufacturer specifications.

Major Duties and Responsibilities include, but are not limited to the following:

Transportation and Vehicle Maintenance#

- Provides safe and courteous transportation to staff, Volunteers, Trainees, and post visitors as assigned.
- Successfully completes Smith System driver's training as offered by the U.S. Embassy.
- Is available to provide official transportation during the work day as well as at times outside established office hours to accommodate the needs of Peace Corps such as with late flight arrivals.
- Operates vehicles in accordance with the traffic laws of Thailand, the policies of Peace Corps, and the policies of the United States Government.
- Practices defensive driving techniques.
- Ensures the safety and security of all passengers (including the driver themselves) and Peace Corps vehicles and property by adhering to driving safety and security guidelines including, but not limited to, wearing seatbelts, no smoking, no phone usage including read or write a message, and not driving under the influence of drugs or alcohol.

- Reads and understands the appropriate procedures to follow in the event of an accident, per MS 524.
- Maintains detailed vehicle logs for all travel in the Peace Corps vehicles, including stops, mileage, fueling, and maintenance. Submits logs weekly and on a timely basis.
- Assumes responsibility for the safe storage of vehicles at Peace Corps facilities, as well as in acceptable locations when traveling over night to other locations.
- Procures fuel and automotive supplies as needed.
- Daily cleans the vehicles but not limit to using Covid-19 required disinfectant products and cleaning measures, and keeps proper paperwork related to this type of maintenance
- Keeps the vehicles orderly and free of personal possessions.
- Maintains a safe, secure, and clear garage facility.
- Must be flexible, willing to travel and work extended hours at times.
- Provides driving and accompaniment services for PC cashier (or delegate) while transporting cash to and from Peace Corps office.
- When necessary performs basic vehicle maintenance so ensure safe driving conditions

Office Support and Administration

- Provides administrative and office support: make Xerox/scan copies, print and bind documents, laminate documents
- Provides manual labor and other logistic support for various activities/events: conference room setup, office furniture and equipment relocation, residence moving support, drinking water bottles replacement, etc1
- Performs maintenance work as backup or as needed, including change the light bulb, clean the pipe drainage, basic fixing for electric appliance/furniture/office equipment and others as needed.
- Assists the Cashier and/or DMO in making payments and small purchases.
- Assists in identification of new vendors, obtains quotations/brochures and gets clarification on the payment method
- Obtains appropriate cash advances for travel, small purchases or services. Clears all advances in a timely manner not to exceed 72 hours but as soon as possible in all cases.
- Submits all receipts properly translated.
- Picks up/delivers mail to/from the U.S. Embassy, packing & mailing service at post, customs office, or other designated sites
- Completes all required Peace Corps trainings including confidentiality, harassment, and safety/security topics as mandated by Post or Peace Corps headquarters.

Site Visits and Training

- Spends significant time driving on up-country trips with other staff, possibly for weeks at a time.
- Supports Peace Corps staff outside of driving during site visits, events, Pre-Service Training, conferences, etc.
- Assists in conducting annual Market Basket Survey.

Safety and Security

Every Peace Corps Thailand staff member has duties and responsibilities directly and/or indirectly associated with Safety and Security. The duties and responsibilities include, but are not limited to, the following:

- Operates Peace Corps vehicles safely at all times. 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.
- Reads and understands all Peace Corps directives regarding Safety and Security of staff and Volunteers/Trainees.
- Understands emergency procedures at both Volunteer sites and office.

Liabilities and Responsibilities

- Assumes personal responsibility for fines and penalties imposed as a result of traffic violations within Thailand
- Uses U.S. Government property – including phones, vehicles, office equipment, tools, computers, physical property (land and buildings), and any other material resources purchased using U.S. Government funds – responsibly, and for fulfillment of official business only.
- Understands and practices principles of diversity and inclusion, and refrains from making gratuitous remarks or remarks which a reasonable person would label as “insensitive” or “discourteous.”
- Treats information obtained – read or heard – with confidentiality and with sensitivity.

Occasional Money Handler/Holder

May be requested to courier cash and/or purchase orders to various vendors who furnish supplies and/or services. May also be requested to courier cash to Peace Corps Trainees or Volunteers.

Other Duties as Assigned: May perform other duties as assigned by the Country Director, Director of Management and Operations (DMO), or General Services Manager (GSM) as needs require.

Required Qualifications:

- Education: High School or Vocational School Diploma
- Prior Work Experience: 3 years or more as a professional driver
- Must hold a Valid driver's license
- Clean driving record
- Pass a regular health check, including vision, hearing, blood pressure, and chest x-ray
- Must be able to perform moderately physically demanding work
- Must have good verbal communication skills
 - Thai Fluency (speaking, reading, and writing)
 - English at the Beginner level or above (speaking, reading, and writing)
- Experience driving vehicles, including sedans, SUVs, and vans
- Must have the ability to read Google maps, plan driving routes, Knowledge of Driving rules and Traffic Law, Basic auto repair and facilities maintenance experiences, and basic computers and smart phones skills
- Ability to handle all persons with professionalism and discretion.
- Solid coordination and organizational skills, cross-cultural communication skills

- Commitment to diversity, equity, and inclusivity in the workplace
- Ability to work with racially, ethnically, socioeconomically diverse background
- Flexible, motivated, and self-directed

Other Information, including Benefits:

- Expected Start Date: After successful completion of professional reference checks, US Embassy background check, a medical clearance
- Insurance: Group Health Insurance, Life Insurance, and Workmen Compensation
- Bonus: Eligible for 13th month bonus
- Paid Holidays: Approximately 20 paid holidays/year
- Annual Leave: 11 annual leave (paid personal vacation) days/year to start
- Salary: Salary is negotiable within pre-determined range, based on salary history
- Travel Allowance: Receives money for meals and incidentals when traveling outside of Bangkok
- Training: Staff development funds and training opportunities as available

Application Period: August 5, 2024 – August 19, 2024

How To apply: Submit complete **Cover Letter, filled-in Peace Corps Application Form (download here)**, and **Resume** to ThailandJobs@peacecorps.gov during the application period listed above. Failure to provide above requirement may result in disqualification for this position.

Eligibility Clarification:

- Thai Citizens
- Only short-listed candidates will be contacted
- One or more positions may be filled from this announcement.
- Contracting Officer reserves the right to accept late applications on an ad hoc basis
- Candidates must indicate if they have ever previously served as a Peace Corps Trainee, Volunteer, or Staff member.
- Peace Corps reserves the right to withhold an offer from any candidate with a prior history of poor performance or conduct as a Peace Corps Trainee, Volunteer, or Staff member.
- Peace Corps reserves the right to withhold an offer to any candidate that is a relative or household member of any current Peace Corps staff member.
- Peace Corps will not discriminate against an applicant because of that person's race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older, except when the applicant is beyond the mandatory retirement age of 60 years old), disability, or genetic information.

In the event this Statement of Work is translated into a language other than English, and there is an inconsistency between this English-language Statement of Work and the non-English translation, this English-language Statement of Work shall control.