

## **USAID's Tourism for All Project**

### **Job Opportunity: Driver (1)**

USAID's Tourism For All Project, implemented by Chemonics International, is looking for an enthusiastic and outgoing Timorese Driver to join our team!

The Driver will support the project through driving and maintaining project vehicles. The Driver will report to the Finance and Accounting Manager. If you are interested, please submit a cover letter and updated CV to ' [Timor-LesteTourismRecruit@chemonics.com](mailto:Timor-LesteTourismRecruit@chemonics.com) ' no later than **16 December 2020**. Email subject line should state: YourName\_Driver. Only successful candidates will be contacted for the interview.

### **Qualifications**

- Valid driver's license in Timor-Leste
- Strong defensive driving skills with a clean driving record
- English proficiency preferred
- Previous work on USAID or other donor-funded projects highly preferred.

### **Illustrative Duties and Responsibilities**

- Driving project staff to and from project-related events, meetings, and activities, and other driving assignments as required
- Delivering and collecting project documentation or materials to the project office or to project vendors, per instruction from the Finance and Accounting Manager
- Maintaining complete, accurate, and up-to-date vehicle log sheets of mileage and all trips
- Supervising the care of project vehicles, including checking vehicle weekly to ensure that it is operational and safe to drive, including oil, radiator, fan belt, brake fluid, wipers, tires, lights, and signals
- Informing the Finance and Accounting Manager when maintenance is required and reporting any damage or malfunction
- Maintaining cleanliness and acceptability of assigned vehicle daily both inside and out
- Ensuring all passengers have proper documents required for safe and speedy transit
- Properly parking the vehicle for overnight safe keeping
- Assisting with office maintenance and furniture
- Monitor registration and insurance of vehicle
- Keep a daily schedule of driving program for staffs and counterparts as required
- Supporting the program team with logistical supply for activity implementation, such as banner, stationary
- Operating in accordance with the project policy manual and all Chemonics policies
- Other duties as assigned by the Operations and Finance Director.

### **Project Description**

The vision behind USAID's investment in the tourism sector through USAID's Tourism for All Project is to promote Timor-Leste's competitiveness as an international tourism destination while preserving its unique environmental and cultural heritage. The purpose of this activity is to expand and improve Timor-Leste's tourism offerings using an inclusive and sustainable approach. The aim is to facilitate private investment by working with government to establish incentives and obligations that are more private sector-friendly, promote steady and sustainable tourism growth, and safeguard the environment and social characteristics of local

communities. The Timor-Leste Strategic Development Plan 2011-2030 identifies five different tourism niches including: eco and marine, historical and cultural, adventure and sports, religious and pilgrimage, and conference and convention. While there are a variety of ways to characterize these niches, the project will focus on niches and products to augment receipts to the local economy.

*Chemonics is an equal opportunity employer.*

*Chemonics International – Development Works Here.*