



SOLICITATION NO: RFQ-ADF-12-0012
MALI DRIVER/CLERK January 18, 2012

Page 1 of 2



JOB VACANCY

PROGRAM DRIVER/CLERK

Background

The African Development Foundation (ADF) is an agency of the United States Government. ADF supports the development of smallholder agricultural producers, small-scale agribusinesses (SSAs) and small and medium-sized enterprises (SMEs) in Africa. The Foundation has programs in more than 20 African countries including Mali where funding of activities began in 1986. ADF's office in Bamako provides on-going support to investments that have been financed and continues to identify viable local SMEs and grassroots organizations that show potential to create employment opportunities, generate income and have broad social impact.

ADF seeks a qualified individual to serve as a Program Driver/Clerk for its field office in Bamako, Mali.

KNOWLEDGE, EXPERIENCE, SKILLS AND ABILITIES:

Required:

- Completion of secondary school/ Ordinary Level Certificate of Education
- Valid driver's license
- Good physical and mental health – A physical, including a drug test, shall be obtained within 30 days of contract award. Certification from Physician shall be submitted to ADF headquarters in Washington, D.C.
- Availability for extensive travel in-country.
- Willing to be summoned at short notice and be available for evening service when necessary and for extended travel assignments.
- Ability to follow filing, local purchase instructions, and directions provided by the Regional Program Director through the Country Program Coordinator or Administrative Assistant.
- Good working knowledge of written and spoken French, and knowledge of one or more local languages spoken in Mali.
- Knowledgeable of operating and safety rules and regulations and operate a four-wheel drive vehicle in a manner that complies with Malian laws and regulations.
- Able to read, write and understand signs and safety regulations
- Must have a thorough knowledge of safe operating practices for moving vehicles and accident reporting system.
- Basic knowledge of car maintenance and repair. Able to perform minor maintenance tasks, such as checking fluid levels and filling if necessary, checking tire pressure, and changing tires.



DEPARTMENT OF THE TREASURY
BUREAU OF THE PUBLIC DEBT
PARKERSBURG, WV 26106-1328

SOLICITATION NO: RFQ-ADF-12-0012
MALI DRIVER/CLERK January 18, 2012

Page 2 of 2

- Able to perform physical tasks required in bending, reaching, and turning to operate pedals and controls, frequently handling objects that weigh up to 65 pounds, as well as tasks requiring considerable physical effort such as changing tires and making limited emergency repairs.
- Detailed familiarity with routes, driving conditions, and services available in the various regions of Mali.
- At least six (6) years of professional driving experience working with international organizations or large private and/or public corporations.
- Demonstrated experience driving in all types of terrain ranging from open highways to dirt/sandy roads.
- A list of three (3) references with contact information (telephone and if available, email)

HOW TO APPLY

This job announcement is solely intended to advertise the Driver/Clerk position opening. To apply for this position, **YOU MUST RESPOND IN ACCORDANCE WITH THE SOLICITATION # RFQ-ADF-12-0012 POSTED AT FedBizOpps.gov, <https://www.fbo.gov>. THE SOLICITATION CAN ALSO BE ACCESSED AT <https://www.usadf.gov> or a COPY OF THE SOLICITATION CAN BE OBTAINED AT THE ADF FIELD OFFICE:**

Badalabougou SEMA II, Rue 109 Porte 35
Immeuble ancien ministère de la Promotion de la Femme de l'Enfant et de la Famille
Bamako, Mali