



The **USAID Agribusiness Project** is seeking a long-term

Driver

The Serbian agricultural sector has great potential for rapid growth but producers need assistance if they are to meet the end markets' requirements in terms of volume, quality, and cost of production levels. To realize this potential in both the domestic and export markets the USAID Agribusiness project will strengthen capacity of farmers while at the same time linking producers into efficient, market-driven value chains. This program aims to stimulate growth in Serbian's agricultural sector, which will contribute to achieving sustained, broad-based economic growth. The technical approach is to build producer capacity to increase farm-level productivity, cost competitiveness, and post-harvest management while at the same time building market development capacity in order tie production to viable market opportunities.

Tasks:

The Project Driver will maintain all project vehicles and drive project staff to and from meetings, appointments, and all other project-related travel. Specific duties include:

1. Vehicle maintenance including regular check-ups, cleanings, and fueling.
2. Maintaining accurate vehicle logs for each vehicle.
3. Managing vehicles and trip scheduling as needed.
4. Maintaining accurate records and paperwork on all vehicle-related purchases and maintenance.
5. Providing safe transportation to and from all requested locations for project staff.
6. Support the Logistic Officer in performing all logistics and administrative activities related to fuel purchases for all project vehicles.
7. Assisting office manager in performing various administrative and logistics activities (such as courier services and bank payments), as well as other duties delegated by supervisor.
8. Ensuring compliance with all USAID and DAI regulations, and with all local driving laws and regulations.

Requirements:

- Clean drivers license "B" Category;
- Experience with road conditions and GPS Navigation software in route planning;
- Knowledge of Microsoft Office pack;
- Good overall communicational skills, oral and written, both in Serbian and English;
- Two or more years of experience with international donor-funded projects (USAID preferred);
- Obtained High School degree.

Reporting:

The Driver will take direction from, and report directly to, the Project Office Manger, and/or the Chief of Party of the USAID Agribusiness project, or his delegate.

Interested candidates, please send you CVs in English to office@agrobiznis.net by COB 8 Apr 2011