

15. Qualifications Required For Effective Performance

a. Education

Completion of secondary school education (BAC) is required.

b. Prior Work Experience

Three (3) years' driving experience is required.

c. Post Entry Training

Training in ILMS/Ariba, Web Pass and all FAM and SHEM regulations regarding vehicle use, maintenance and safety.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (*II, III*) and specialization (*sp/read*).

Level III in English and French required.

e. Job Knowledge

Must understand all local traffic laws and regulations regarding vehicle certification for safety and insurance. Must also know all Department of State safety and vehicle use regulations. Must be computer-literate and proficient in Microsoft Office software, as well as able to adapt quickly to new computer systems.

f. Skills and Abilities

Must maintain driver license and medical clearance to drive by Post Health Unit. Must be proficient in Microsoft Office software. Must hold a valid driving license.

16. Position Element

a. Supervision Received

Directly supervised by the Motor Pool Supervisor

b. Supervision Exercised

Supervises all dispatchers, expeditors and chauffeurs.

c. Available Guidelines

Post Motor Vehicle Safety Policy, FAM, SHEM safety regulations, Post Vehicle Use Policy

d. Exercise of Judgment

Adjusts schedules of subordinate employees to ensure transportation needs of the Mission are accommodated. Ensures proper maintenance for the Mission's fleet of over 80 vehicles. Allocated vehicles to serve customer transportation needs.

e. Authority to Make Commitments

Can make recommendations but cannot make financial commitments.

f. Nature, Level, and Purpose of Contacts

Communicates directly with all levels of Mission staff (local and American), including VIP visitors, to coordinate transportation requests. Communicates directly with local police and insurance companies regarding vehicle incidents.

g. Time Expected to Reach Full Performance Level

3 months

Addendum 1

Serves as Motor Pool Supervisor during periods of absence. Also serves as relief driver or dispatcher in periods of need.

20%

Ensures that driver and dispatcher schedules are managed as efficiently as possible.

20%

Ensures Motor Pool employees have all supplies necessary to perform their jobs (i.e pens, note books etc.) Also assists mechanics in obtaining necessary vehicle parts and is responsible for the ordering and dispensing of fuel for all Mission employees.