



## CHAUFFEUR

The U.S. Embassy in Canberra is seeking an individual for the position of Chauffeur.

Salary: A\$49,483 p.a.

Hours: Full time 40hours/week

**All applicants must address the selection criteria detailed below with specific and comprehensive information supporting each item.**

1. Completion of secondary school (Year 10) is required.
2. A minimum of two or three years full-time professional chauffeur experience is required.
3. Level 3 (Good Working Knowledge) written and spoken English is required. This will be tested.
4. A thorough knowledge of the Australian Capital Territory streets, and areas to avoid heavy traffic flow, areas of security concern, is required.
5. A current, unrestricted driver's license that enables the individual to legally drive in Australia is required
6. Familiarity with computer applications such as Microsoft Word, Outlook, etc and satellite navigation equipment is required.

For further information and the selection criteria please refer to the [duties and responsibilities statement](#).

Forward letter, response to the selection criteria, and resume to the Regional Human Resources Office, American Embassy, Moonah Place, Yarralumla, ACT 2600 or via email to: [usaembrhro@state.gov](mailto:usaembrhro@state.gov) by C.O.B **SEPTEMBER 16, 2011**.

Hand delivered applications cannot be accepted. Offers of employment are subject to medical and security clearances.

**Note:** *Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the US Government as a potential employer.*

The U.S. Government is an Equal Opportunity Employer and maintains a drug free work environment.

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**POSITION TITLE: CHAUFFEUR**

**POSITION GRADE LE-4  
(STARTING SALARY A\$49.483)**

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**DUTIES AND RESPONSIBILITIES**

**Basic Function of the Position**

Chauffeur for Program offices including Political and ECON to and from official meetings as required. Alternate back-up driver duties as required.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Prue Fuller at (02) 6214 5778.

**Major Duties and Responsibilities**

- Chauffeurs the DCM to meetings and other official functions as detailed in the DCM's daily schedule.
- Chauffeur employees from Program funded offices such as Political and ECON to and from official meetings, subject to approval and clearance from the DCM's office.
- Transport and render appropriate assistance to VIP's during visits.
- Supports the DCM's office by providing courier service to transport official documents, newspapers, media roundup and other assignments as detailed in the DCM's daily schedule.
- Provide assistance to GSO as required in the form of courier and messenger services, but such duties must be cleared by the DCM's office first.
- Clean and provide preventative maintenance for the DCM's vehicle and other assigned GSO vehicles.
- Alternate back-up to the Ambassador's driver and back up to the GSO driver during absences.
- Other duties as required.

## **Selection Criteria**

All applicants **must** address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of secondary school (Year 10) is required.
2. A minimum of two or three years full-time professional chauffeur experience is required.
3. Level 3 (Good Working Knowledge) written and spoken English is required. This will be tested.
4. A thorough knowledge of the Australian Capital Territory streets, and areas to avoid heavy traffic flow, areas of security concern, is required.
5. A current, unrestricted driver's license that enables the individual to legally drive in Australia is required
6. Familiarity with computer applications such as Microsoft Word, Outlook, etc and satellite navigation equipment is required.

## **SELECTION PROCESS**

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

6. The candidate must be able to obtain and hold a Sensitive But Unclassified security clearance.

## **TO APPLY**

Interested applicants for this position must submit the following for consideration of the application:

Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or

A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix below); or

A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus

Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application

Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

Regional Human Resources Office  
American Embassy  
Moonah Place  
YARRALUMLA ACT 2600

or via email to: [usaembrhro@state.gov](mailto:usaembrhro@state.gov)

## **THE DEADLINE FOR APPLICATIONS IS C.O.B SEPTEMBER 16, 2011**

The U.S. Mission in Australia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

US Mission Australia maintains a drug free work environment.

## APPENDIX

**If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.**

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide
- K. If applying for position that includes driving a U.S. Government vehicle, provide Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References