



## CHAUFFEUR

The U.S. Embassy in Canberra is seeking eligible and qualified applicants for the position of Chauffeur within the Marine Detachment.

Salary: A\$48,027 p.a. + superannuation benefits

Schedule: Monday to Friday Afternoons/Evenings  
3.30pm-12.00am (attracts shift loading)

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

**Please note that incomplete applications will not be considered, so please review the how to apply instructions carefully.**

1. Completion of high school education (Year 10) is required.
2. 2 years of professional driving experience is required
3. Fluent written and spoken English (level 3) is required. This may be tested.
4. A current unrestricted driver's license is required.

For instructions on how to apply, please refer to the [duties and responsibilities statement](#).

Forward letter, response to the selection criteria, and resume to the Regional Human Resources Office via email to: [usaembrhro@state.gov](mailto:usaembrhro@state.gov) by **November 27, 2015**

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

**Note:** *Only short listed applicants will be contacted.*

---

**POSITION TITLE: CHAUFFEUR**

**POSITION GRADE LE- 3  
(STARTING SALARY A\$48,027)**

---

**DUTIES AND RESPONSIBILITIES**

**Basic Function of the Position**

The primary assignment of this position is that of Chauffeur to the Marine Security Guard Detachment.

**Major Duties and Responsibilities**

**A. Chauffeur**

- Operates passenger and non-passenger carrying vehicles for transporting the Marine Security Detachment within the city and its environs. On occasion may be required to travel outside the city as directed by the Detachment Commander only.
- Meets VIP's upon arrival and assists with information and rendering appropriate assistance during visits.
- Performs messenger services for the MSG Detachment as directed by the Detachment Commander.
- Completes special assignments as directed by the Detachment Commander.
- Chauffeurs the Detachment to meetings and other functions.
- Transports and renders appropriate assistance to visiting VIPs during visits.
- Performs messenger services for the Detachment Commander as assigned.
- Complete special chauffeur assignments as requested by the Detachment Commander.
- Must be able to lift 25 Kilos
- Other duties as required by the Detachment Commander.
- Must be able to work afternoons/evenings.

**B. Auto Maintenance**

- Responsible for maintaining daily fuel and official trip tickets, maintenance and operating costs for the assigned vehicle. Checks the engine and general mechanical conditions on a daily basis to ensure the vehicle is safe and fit for the road. Informs MSG Detachment when the vehicle is due for service and for any necessary repairs.
- Responsible for cleaning and polishing (interior and exterior) the vehicle to ensure it is maintained at the highest standard at all times.

## **Selection Criteria**

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

1. Completion of high school education (Year 10) is required.
2. 2 years of professional driving experience is required
3. Fluent written and spoken English (level 3) is required. This may be tested.
4. A current unrestricted driver's license is required.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

## **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.

## **ELIGIBILITY REQUIREMENTS**

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.

## HOW TO APPLY

You **must** explain how you meet **all** of the requirements of the vacant position. Only those candidates providing specific and comprehensive information supporting each of the essential selection criteria of the job advertisement will receive further consideration for the post. Your job application **must** consist of the following documents:

- ✓ 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 B); and;
- ✓ A document addressing the selection criteria with specific and comprehensive information supporting each item,
- ✓ (If applicable) Candidates must provide evidence of their eligibility to work in Australia by providing a copy of their work visa or permit, or residency, and;
- ✓ (If applicable) 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 U.S. Veterans who apply **must** also indicate whether they wish to invoke their preference.

### **INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED**

You may also include any other documentation (e.g., essays, certificates, awards) in support of your application and in addition to the information provided above.

## **SUBMIT APPLICATION TO**

Regional Human Resources Office  
via email to: [usaembrhro@state.gov](mailto:usaembrhro@state.gov)

### **THE DEADLINE FOR APPLICATIONS IS NOVEMBER 27, 2015**

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 B**

**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