EXECUTIVE OFFICE CHAUFFEUR

An opportunity is available to work as an Executive Office Chauffeur within the Executive Office at the U.S. Embassy, Canberra.

Salary: A$52,465 p.a. + superannuation benefits

PREVIOUS APPLICANTS WILL BE CONSIDERED.

DUE TO TECHNICAL DIFFICULTIES, SOME APPLICATIONS MAY NOT HAVE BEEN RECEIVED AND WE ENCOURAGE PREVIOUS APPLICANTS TO RE-SUBMIT THEIR APPLICATIONS.

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

1. Completion of high school education is required.

2. Minimum three years full-time experience as a professional chauffeur is required.

3. Level 3 (Good Working Knowledge) written and spoken English is required. This will be tested.

4. A current driver's license that enables the individual to legally drive in Australia and a demonstrated ability to operate armored or other heavy weighted vehicles is required.

5. A thorough knowledge of the Australian Capital Territory streets as well as areas to avoid during heavy traffic flow and areas of security concern is required.

6. Ability to deal with high level officials in a relaxed and competent manner and demonstrate tact, discretion and confidentiality at all times 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 by **December 2, 2014**

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.

POSITION TITLE: EXECUTIVE OFFICE CHAUFFEUR	POSITION GRADE LE- 5 (STARTING SALARY A$52,465)

DUTIES AND RESPONSIBILITIES

Basic Function of the Position

As part of a two-person team, the incumbent will be the chauffeur for the Chief of Mission which will require excellent driving skills, knowledge of ACT roads and regulations and high level security and situational awareness. The incumbent will also perform a range of driving and messenger services as detailed in the Executive Office daily schedule, which may include transport and assistance to visiting VIPs. The incumbent is also responsible for ensuring the vehicle is maintained to the highest possible standards (interior and exterior) at all times and for maintaining all relevant documentation relating to the vehicle and its running costs. Also performs general clerical duties for the Executive and Protocol Offices 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 Ambassador to meetings and other functions as detailed in the Executive Office daily schedule.
- Transports and renders appropriate assistance to visiting VIPs during visits.
- Performs messenger services for the Executive Office and other sections of the Embassy as assigned. Represents the U.S. Embassy when delivering letters of invitation to senior ranking officials of other Embassies as well as Australian Government representatives.
- Complete special assignments as directed by the Executive Office.
- Complete special chauffeur assignments as requested by the Assistant General Services Officer through the Ambassador's OMS.
- Responsible for maintaining daily official trip tickets, maintenance and operating costs for the assigned vehicle. Checks the engine and general mechanical conditions to ensure the vehicle is safe and fit for the road. Informs GSO when the vehicle is due to service and for any necessary repairs.
- Responsible to cleaning and polishing (interior and exterior) of the vehicle to ensure it is maintained to the highest standard at all times.
- Performs general clerical duties for the Executive and Protocol offices as assigned by the Ambassador's or DCM's OMS.
- 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 high school education is required.

2. Minimum three years full-time experience as a professional chauffeur is required.

3. Level 3 (Good Working Knowledge) written and spoken English is required. This will be tested.

4. A current driver's license that enables the individual to legally drive in Australia and a demonstrated ability to operate armored or other heavy weighted vehicles is required.

5. A thorough knowledge of the Australian Capital Territory streets as well as areas to avoid during heavy traffic flow and areas of security concern is required.

6. Ability to deal with high level officials in a relaxed and competent manner and demonstrate tact, discretion and confidentiality at all times is required.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED UNRESTRICTED WORK AND/OR RESIDENCY PERMITS WITH 12 MONTHS VALIDITY 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.

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

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

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

THE DEADLINE FOR APPLICATIONS IS DECEMBER 2, 2014

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