

VACANCY ANNOUNCEMENT TRI MISSIONS VIENNA

ANNOUNCEMENT NUMBER: 10-14

OPEN TO: All Interested Candidates**

POSITION: **Executive Chauffeur, FSN-4/FP-AA**

OPENING DATE: July 21, 2010

CLOSING DATE: August 5, 2010

WORK HOURS: Full-time; 40 hours/week (Mon - Fri, 11:30 a.m. - 8:00 p.m.)

**ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED RESIDENCE PERMITS FOR EMPLOYMENT IN AUSTRIA TO BE ELIGIBLE FOR CONSIDERATION.

U.S. CITIZEN ELIGIBLE FAMILY MEMBERS (USEFMS) WILL BE GIVEN PREFERENCE. MORE DETAILS UNDER "SELECTION PROCESS".

The Tri Missions Vienna is seeking an individual for the position of **Executive Chauffeur**.

BASIC FUNCTION OF POSITION

The incumbent of this full-time position provides chauffeur services to the Executive Office of the U.S. Mission to International Organizations in Vienna (UNVIE). Incumbent performs messenger and mail services for the Executive Office and other Mission departments, and supports Mission Control Officers and visitors by delivering schedules, welcome kits and other specialized materials.

QUALIFICATIONS REQUIRED

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

1. Education: Completion of Elementary School is required. Basic Schooling up to the age of 15.
2. Experience: Minimum three years professional chauffeur driving experience is required.
3. Languages: English: Level 2 (limited knowledge) is required. This will be tested.

German: Level 4 (fluency) is required. This will be tested.

4. Knowledge: Austrian driver's license B is required. Successful candidate must have or be able to obtain Austrian driver's license "C" (armored vehicle). Must have the ability to perform minor car repairs.
5. Other skills: Successful candidate must have excellent knowledge of Vienna's road system and of Austrian traffic regulations, must be polite and demonstrate impeccable manners. Incumbent will be expected to exercise excellent judgment when driving official vehicle to ensure that the safest and fastest routes are selected.

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 Ordinarily Resident (OR) employees in their first year of service are not eligible to apply.
3. Current Ordinarily Resident (OR) 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 Not Ordinarily Residents (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 security certification.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for US Federal Employment (OF-612); **or** a current resume or curriculum vitae that provides the same information as an OF-612; plus

2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.

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

SUBMIT APPLICATION TO

Human Resources Office

Attention: Recruitment

Mail: American Embassy, Human Resources Office (HRO), Boltzmannngasse 16, 1090 Vienna

E-mail: vacanciesvie@state.gov (an automatic response should follow immediately. Please contact HRO should you not have received this message)

Fax: (1) 313 39 - 2907

DEFINITIONS

1. US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see below) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

CLOSING DATE FOR THIS POSITION: August 5, 2010

The Tri Missions Vienna provide 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.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.