

ANNOUNCEMENT NUMBER: 15-11

POSITION: Executive Office Chauffeur FSN-4

OPENING DATE: September 4, 2015

CLOSING DATE: September 25, 2015

WORK HOURS: Full-time: 45 hours/week

All ordinarily residents (or) applicants (*See Appendix A*) must have the required work and /or residency permits to be eligible for consideration.

U.S. Embassy, Nassau is seeking an individual for the position of Executive Office Chauffeur in the Executive Office.

BASIC FUNCTION OF POSITION

Incumbent is responsible for the operation of motor vehicles to transport the Ambassador/Chargé, Deputy Chief of Mission/Acting Deputy Chief of Mission, VIP and other official visitors, in addition to Embassy employees, as necessary.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED

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

1. Completion of secondary school or equivalent is required.
2. Two years of professional chauffeur experience is required.
3. Level III (Working Knowledge) Speaking/Reading/Writing English is required.
4. Detailed knowledge of the traffic laws and rules of the road. Good working knowledge of all sectors of Nassau (local areas, business establishments, local market, vendors, etc.) and other areas traveled to by the Ambassador and Deputy Chief of Mission. Good working knowledge of preventive maintenance for vehicles. Basic understanding of protocol as it affects assigned duties.
5. Possession of an all Category Driver's License: accident-free driving record; ability to drive vehicles with standard and automatic transmissions is required.

TO APPLY

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

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-0174); **or**

2. A current resume or curriculum vitae that provides the same information found on the UAE (see *Appendix B*); **or**
3. 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**
4. 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.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. 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 U.S. 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 Public Trust clearance.**

SUBMIT APPLICATION TO HUMAN RESOURCES VIA EMAIL

Human Resources Office
Email: NassauHR@state.gov

CLOSING DATE FOR THIS POSITION: September 25, 2015