

**AMERICAN EMBASSY  
NASSAU, BAHAMAS**

**ANNOUNCEMENT NUMBER: 12-07**

**OPEN TO:** All Interested Candidates

**POSITION:** Fleet Manager\*

**OPENING DATE:** March 14, 2012

**CLOSING DATE:** Open until filled

**WORK HOURS:** Full-time: 40 hours/week

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

The U.S. Embassy in Nassau, The Bahamas is seeking an individual for the position of Fleet Manager in the General Service Section.

**BASIC FUNCTION OF POSITION**

The incumbent is responsible for the planning, organizing and directing function and activities related to the procurement, servicing, operation, maintenance and repair of Embassy Government Owned Vehicles (GOV), and is under the direct supervision of the Assistant General Services Officer.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Rachel Poitier at 242-322-1181 x4293.

**QUALIFICATIONS REQUIRED**

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

1. Completion of secondary school is required.
2. Three years of experience as a fleet manager, one year of clerical experience and one year or more driving vehicles including standard shift trucks is required.
3. English Level IV written and spoken is required.

4. Must have general knowledge of local market practices and costs for vehicle repairs, applicable laws, codes, Department regulations, policies and procedures; have a good knowledge of automotive operational safety and maintenance practice.
5. Must have level II typing skills (minimum 40 words per minute); working knowledge of Microsoft Word, Excel spreadsheet, Access, Smart, ILMS; and possess a valid Bahamian Drivers license;

## **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 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 non-sensitive clearance.

## **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-174). The form can be found on the Embassy website <http://nassau.usembassy.gov>

2. A current resume or a curriculum vita that provides the same information found on the UAE (see *Appendix B*).
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.

### **SUBMIT APPLICATION TO**

Electronic submission of application may be made at: [NassauHR@state.gov](mailto:NassauHR@state.gov) or fax to 242-328-7838

### **POINT OF CONTACT**

Name: Rachel Poitier  
Telephone: (242-322-1181 ext 4293)  
FAX: (242-328-7838)  
[NassauHR@state.gov](mailto:NassauHR@state.gov)

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