



## **HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA**

### **VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NUMBER – 14 - 035**

**OPEN TO:** **All Bangladeshi Interested Qualified Candidates**

**POSITION:** **Chauffeur, FSN-4**  
(Salary approx. Tk. 38,000 per month)

**Depending on qualifications and experience,  
Incumbent may be hired at a trainee grade  
(Lower than the position grade.)**

**OPENING DATE:** **June 15, 2014**

**CLOSING DATE:** **July 2, 2014**

**WORK HOURS:** Full-time; 48 hours/6 days per week

The United States Agency for International Development (USAID) in Bangladesh is seeking applications from qualified Bangladeshi nationals for the position of **Chauffeur** in the Mission Director's Office.

Candidates for employment are generally hired at the first step of the established grade of the position. In some instances, candidate may be hired at a higher step when exceptional qualifications so warrant. If there are no qualified candidates at the stated grade level, a candidate may be hired at a lower grade level.



## **BASIC FUNCTION:**

This incumbent is one of two Chauffeurs who operate motor vehicles to transport the USAID Mission Director and/or Deputy Director.

## **MAJOR DUTIES AND RESPONSIBILITIES:**

Drives passenger vehicle to transport the USAID Mission Director within Dhaka and during up country travel on field trips. Delivers important messages, documents, and invitations when expeditious or assured delivery is required. Guides VIP visitors and instructs them as to places of historical, cultural or special interest. Observes appropriate courtesy and protocol while transporting passengers. This includes assisting passengers in entering or leaving vehicle as required. Drives pooled vehicles including utility pick up trucks to transport passengers and cargo when not required to drive for the USAID Mission Director.

Maintains assigned vehicle by daily checking engine oil level, battery and radiator water level and tire pressure. Dusts, sweeps, vacuums, washes and waxes assigned vehicles to enhance and maintain vehicle appearance. Reports to the Mechanic Foreman or Motor Pool Supervisor on a daily basis any fault, mechanical or otherwise, that is noticed while driving a vehicle. Such faults include, but are not limited to, inoperative horn, faulty windshield wipers, failure of engine to idle properly, slipping clutch, fading or erratic brakes, burned out lights, loose electrical connections, slow tire leaks, difficulty in starting, low or dead battery, rough or irregular function of the engine or engine knock, noisy transmission or differential, and leaking oil seals. Makes minor repairs on field trips as necessary.

Helps and assists the following occasionally:

Makes photocopies for HR/EXO/C&R.

Moves/relocates offices and assembles and disassembles modular furniture in the process of the move.

Cleans radios, telephones, cell phones, computer PC, keyboard, UPS etc. when required.

Arranges the conference rooms for any events as specified.

Assembles furniture/computer tables/chairs.

Delivers important letter to outside vendors and invitation letters the official guests.

Assists to deliver official packages to Gate 1 and loads and unloads the materials during the training/conference/American week period.

Does petty purchases as required.

Provides logistic supports for conference/training outside of the office.



Services all small shredding machine in EXO office.

The incumbent is responsible for operating USAID information systems and information security to a level of “Separation of Duties”, “Individual Accountability” and “Need to Know” as defined in ADS 545.3.2.1 and also below:

**Separation of Duties** - That an individual does not have the authority to complete an entire process (multiple independent actions), such that each action acts as a "check" on other actions within the process. This "compartmentalizes" the independent actions, and decreases an individual's ability to perform multiple actions or to complete the entire process, which may result in a security breach.

**Individual Accountability** - That an individual is solely responsible for his or her actions. He or she may be required to explain and defend those actions to organizational authorities that can impose penalties against misuse or abuse of authorized actions.

**Need to Know** - That an individual, in the performance of his or her duties, has the requirement to access specific information, which would otherwise not be accessible to him or her. He or she must protect the information, using safeguards appropriate to its Sensitivity level, to ensure that other individuals who do not have an access requirement or authorization do not access it.

## **QUALIFICATIONS REQUIRED:**

### **SELECTION CRITERIA:**

- 1. Education:** Successful completion of elementary school is required. *(You must attach a copy of your certificate along with your application form.)* **15 points**
- 2. Prior Work Experience:** Three years' experience driving with international organizations, diplomatic missions, and foreign donors in Dhaka is required. **35 points**
- 3. Knowledge:** Comprehensive knowledge of local traffic laws, regulations and traffic patterns in Dhaka required. Basic knowledge of automotive systems preferred. Basic knowledge of protocol as it applies to driving duties preferred. **25 points**



4. **Skills and Abilities:** Ability to drive safely as shown by previous driving record required. Ability to follow precise written and oral instructions from passenger or supervisor. Must have a valid BDG driver's license. *(You must attach a copy of your valid driving license along with your application form).* **25 points**

**ADDITIONAL SELECTION CRITERIA:**

**Language Proficiency:** Ability to speak and read Bangla required. Good working knowledge of English required - Level II English ability.

The Mission will **consider issues such as conflict of interest, nepotism, budget implications, etc.**, in determining successful candidacy.

Current employees serving a probationary period are not eligible to apply.

**NOTE: Only newly hired employees (and former employees returning from a break in service) serve a probationary period. Current employees recently promoted to a new position must have approval from a supervisor to apply.**

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.

The candidate must be able to obtain and hold a security clearance.

**SELECTION PROCESS:**

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** After an initial application screening, the best-qualified applicants will be invited to a testing process, which will include English Language Proficiency Test, written technical examinations and oral interviews. The probationary period for this position is **one year**.

**TO APPLY:**

Interested Bangladeshi qualified candidates are requested to submit the completed and signed Official Form OF-612 or DS-174 along with a cover letter and resume. **Form must be completed in English.** You may fill in the answers on a computer and print it, or print a blank copy and fill it out by hand. A copy of the blank form is also attached hereto for your convenience.



[Application Form OF-612](#)

[Application Form DS-174](#)

Blank application forms are also available at the South barrier of the U.S. Embassy (near the Nepal & Vatican Embassy)

**All Bangladeshi applicants must complete the application form & must attach the following documents; if you do not attach the below mentioned documents, your application will not be considered complete, therefore, will not be processed further:**

- I) A passport size photograph (taken within six months),**
- II) A copy of Passport or Voter ID or Driver's License, and**
- III) A copy of educational or trade school certificate as required.**

**Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time.**

One of the following options may be used to drop applications:

- General Post Office (GPO) Box No. 2593, Ramna, Dhaka
- FAX: (880-2) 8823648
- By Hand with No Sealed Envelope **at the South Barrier of the U.S. Embassy**

**SUBMIT APPLICATION TO:**

Human Resources Office

Attention: HRO

Address: Embassy of the United States of America  
Madani Avenue, Baridhara  
Dhaka - 1212



**DEFINITION:**

**Foreign Service National (FSN):** A host country national employed at a U.S. Mission abroad, who is not a U.S. citizen, nor a family member of a direct-hire Foreign, Civil, or uniformed service member under COM authority.

**NOTE:** *Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency.*

***The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, 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.***