



**U.S. EMBASSY  
BRIDGETOWN, BARBADOS  
VACANCY ANNOUNCEMENT 16-018**



**OPEN TO:** All Interested Candidates

**POSITION:** Chauffeur

**OPENING DATE:** June 7, 2016

**CLOSING DATE:** June 21, 2016

**WORK HOURS:** WAE (On call), up to 48 hours/week

**SALARY:** Ordinarily Resident (OR): FSN-03/1 – BDS\$ \$40,826.00 p.a.  
(Starting salary)

Not-Ordinarily Resident (NOR): FP-BB – US\$22,502.00 p.a.  
(Starting salary)

\*Final grade/step for NORs will be determined by Washington.

**ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Mission in Bridgetown, Barbados is seeking an individual for the position of part-time Chauffeur, Marine Security Guard (MSG) Detachment. This is a When Actually Employed (WAE) position to assist during staffing gaps. No benefits are accrued with this position. Compensation will be paid for actual hours worked. **This position is subject to three (3) rotating shifts.**

**BASIC FUNCTION OF POSITION**

Incumbent operates both passenger and light truck type vehicles for purposes of transporting passengers and/or cargo to designated destinations as instructed by immediate supervisor. Incumbent also covers absences of other chauffeurs when they are on leave, i.e. Marine drivers.

**QUALIFICATIONS REQUIRED**

Applicants must address each required qualification listed below with specific information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

- 1. EDUCATION:** Completion of secondary schooling is required.
- 2. EXPERIENCE:** At least 2 years driving experience is required.

**3. LANGUAGE:** Level III English (good working knowledge) speaking, reading and writing ability is required.

**4. SKILLS AND ABILITIES:** Ability to exercise defensive driving skills under strain and stress in situations requiring special precautions or evasive action to protect passengers; i.e., S-turns to quickly reverse direction of travel and barricade penetration. Possess sufficient mechanical ability to recognize and perform preventive maintenance on vehicle is required. The ability to drive both a manual and automatic transmission vehicle is required. Valid Barbados drivers' license is required. (*Skills will be tested*).

**5. JOB KNOWLEDGE:** Detailed knowledge of traffic laws and rules of the road in the geographic area of employment; knowledge of defensive techniques sufficient to exercise special precaution and take evasive action to protect passengers is required.

**FOR FURTHER INFORMATION:** The complete position description listing all of the duties and responsibilities may be obtained on our website at <http://barbados.usembassy.gov/vacancies2.html> and/or by contacting the Human Resources Office (246) 227-4342.

**HIRING PREFERENCE SELECTION PROCESS:** When qualified, applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

**HIRING PREFERENCE ORDER:**

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran\*
- (2) AEFM / USEFM
- (3) FS on LWOP\*\*

\* **IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.

\*\* This level of preference applies to all Foreign Service employees on LWOP.

**ADDITIONAL SELECTION CRITERIA:**

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.

3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold a Non-Sensitive security clearance.
5. Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

**HOW TO APPLY:** Applicants must submit the following documents to be considered. Failure to do so may result in a determination that the applicant is not qualified.

1. Universal Application for Employment (UAE) (**Form DS-174**), which is available on our website or by contacting Human Resources. (See "For Further Information" above);
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.).

**WHERE TO APPLY:**

Human Resources Office	Human Resources Office, Bridgetown, Barbados. Telephone (246)227-4342 or (246)227-4014
Mailing Address	U.S. Embassy, Wildey Business Park, Wildey, St. Michael Barbados BB 14006
FAX Number:	1-(246) 227-4048
E-mail Address:	<a href="mailto:BridgetownHR@state.gov">BridgetownHR@state.gov</a>

**EQUAL EMPLOYMENT OPPORTUNITY:** The U.S. Mission 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. 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.

## Appendix (DEFINITIONS)

**Eligible Family Member (EFM):** An EFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner 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; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

**U.S. Citizen Eligible Family Member (USEFM):** A USEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

**Appointment Eligible Family Member (AEFM):** An AEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**

- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does **NOT** currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

**Member of Household (MOH):** An individual who accompanies or joins a sponsoring employee, i.e., sponsor is a direct hire employee under Chief of Mission authority, either Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan. A MOH is an individual who meets the following criteria:

- (1) Not an EFM and therefore not on the travel orders or approved through form OF-126 Foreign Service Residence and Dependency Report of the sponsoring employee; and
- (2) Officially declared by the sponsoring U.S. Government employee to the Chief of Mission (COM) as part of his or her household and approved by the COM; and
- (3) Is a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister who falls outside the Department's current definition of Eligible Family Member 14 FAM 511.3. A MOH may or may not be a U.S. Citizen.

**Not Ordinarily Resident (NOR)** – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

**Ordinarily Resident (OR)** – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.

*Drafted: CRivera – HR*

*Cleared: MHunte – HR*

*Cleared: LBurns – MSG*

*Cleared: ADunseith – MSG*

*Cleared: TOwens – RHRO*

*Approved: PKalinowski – MO*

# INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

<b>1. POST</b> EMBASSY, BRIDGETOWN	<b>2. AGENCY</b> STATE	<b>3a. POSITION NO.</b> C52742
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**3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK.**

Yes       No

**4. REASON FOR SUBMISSION**

a. Reclassification of duties: This position replaces  
 Position No. \_\_\_\_\_, \_\_\_\_\_ (Title) \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade)

b. New Position

c. Other (explain) CAJE

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date <i>(mm-dd-yy)</i>
a. Post Classification Authority	Chauffeur, FSN-1015	FSN-3	CEW	10/03/2004
b. Other				
c. Proposed by Initiating Office				

<b>6. POST TITLE POSITION (if different from official title)</b> Chauffeur, WAE	<b>7. NAME OF EMPLOYEE</b>
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<b>8. MISSION</b> American Embassy, Bridgetown	b. Second Subdivision
a. First Subdivision General Services Office	c. Third Subdivision

<b>9. This is a complete and accurate description of the duties and responsibilities of my position.</b>  _____ Typed Name and Signature of Employee      Date(mm-dd-yy)	<b>10. This is a complete and accurate description of the duties and responsibilities of this position.</b>  _____ Typed Name and Signature of Local Supervisor      Date(mm-dd-yy)
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<b>11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.</b>  _____ Typed Name and Signature of American Supervisor      Date(mm-dd-yy)	<b>12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.</b>  _____ Typed Name and Signature of Human Resources Officer      Date(mm-dd-yy)
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**13. BASIC FUNCTION OF POSITION**  
 Incumbent operates both passenger and light truck type vehicles for purposes of transporting passengers and/or cargo to designated destinations as instructed by immediate supervisor. Incumbent also covers absences of other chauffeurs when they are on leave, i.e. Marine drivers.

**14. MAJOR DUTIES AND RESPONSIBILITIES** **% OF TIME**  
 As chauffeur, incumbent is tasked with the responsibility of driving designated and/or selected passengers/visitors to various destinations of the Island. Responsible for the security, safety, and well being of passengers; observe all traffic laws, drive defensively, and as required, take evasive action.  
 Ensures punctuality by taking into account traffic congestion, detours and routes that are to be taken to arrive at a given destination within the allotted time frame to carry out the driving assignment. Assist passengers, when applicable, to carry, check, and retrieve baggage. As a precautionary security measure, maintain an awareness of all major road construction and repairs that may impede ones ability to arrive at a destination within allotted time frames, via the most direct route with the minimum amount of time being expended because of traffic congestion.

When picking up or dropping off passengers and/or official U.S. government supplies and equipment, the incumbent will remain in the vehicle at all times. (Incumbent will ensure that both he and passengers secure their seat belts prior to vehicle being placed into operations. The incumbent will not use a cell phone while driving). 70%

Vehicle Maintenance (Preventive):

Incumbent performs daily inspection of vehicle assigned, take due care to observe if vehicle has been tampered with, using checklist, check for defects and make minor repairs as required. Report deficiencies that require garage repair to supervisor. Perform preventive maintenance daily, clean vehicle interior and exterior, check and add fluids as required, tire pressure, air filters, etc. As scheduled, take vehicle to commercial garage for lubrication, oil changes, and other fluid changes at regular intervals according to manufacturer's maintenance schedule. Maintain vehicles in excellent and safe mechanical condition.

Record daily mileage, gas consumption, repairs, maintenance on each vehicle operated. Provide collective data from these records to the supervisor.

Make local purchase of automotive supplies and parts as instructed by supervisor, i.e, oil, filters and other expendable automotive parts. Record purchases on inventory cards and records provided by supervisor. 25%

Miscellaneous Other Duties:

May be required to periodically serve as messenger, and will perform such duties as instructed by supervisor. 5%

**15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

a. Education

Completion of elementary school is required. However, completion of secondary schooling is required.

b. Prior Work Experience

At least 2 years driving experience is required.

c. Post Entry Training

Defensive driving course

d. Language Proficiency: List both English and host country language(s) by level and specialization.

Level III English ability is required.

e. Knowledge

Detailed knowledge of traffic laws and rules of the road in the geographic area of employment; knowledge of defensive techniques sufficient to exercise special precaution and take evasive action to protect passengers is requires.

f. Skills and Abilities

Ability to exercise defensive driving skills under strain and stress in situations requiring special precautions or evasive action to protect passengers; i.e., S-turns to quickly reverse direction of travel and barricade penetration. Possess sufficient mechanical ability to recognize and perform preventive maintenance on vehicle. The ability to drive both a manual and automatic transmission vehicle.

**16. POSITION ELEMENTS**

a. Supervision Received

Performs under the supervision of the General Services Assistant/GSO (Dispatcher) who provides oral instructions (through the GSO), advice and guidance primarily in terms of new or urgent driving requirements.

b. Available Guidelines

Local written and oral instructions, established Embassy procedures, and morning briefings on known passenger and /or GSO vehicle support requirements of the day. Incumbent must exercise caution with information on embassy

Officials. Incumbent must not share information with non-mission staff about personnel, areas they frequent, schedules, or response routes.

c. Exercise of Judgment

Must determine deadlines and establish priorities for routine driving assignments, except for passenger pick-up and delivery schedule. Determine best routes to take for passenger comfort and security. Use own judgment in selecting parts for vehicles from vehicle stores in order to make small purchases of vehicle supplies.

d. Authority to Make Commitments

N/A

e. Nature, Level and Purpose of Contacts

Delivers or and written messages to various members of the Embassy and/or other USG agencies. Must interact with people in the public sector to obtain automotive repair services and/or supplies. Also may be required to interact with members of the staff when making delivery of USG supplies, equipment or furnishings.

f. Supervision Exercised

N/A

g. Time Required to Perform Full Range of Duties after Entry into the Position

Six months