



**U.S. Mission to *Bridgetown, Barbados,
Eastern Caribbean and the OECS***

VACANCY ANNOUNCEMENT NUMBER: 16-002

OPEN TO: All Interested Candidates/All Sources

POSITION: Chauffeur

OPENING DATE: January 11, 2016

CLOSING DATE: January 25, 2016

WORK HOURS: Full-time, 48 hours/week

SALARY: Ordinarily Resident (OR): FSN-03/1 – BDS \$45,356.00
Not-Ordinarily Resident (NOR): FP-BB/1 – US\$22,502.00
*Final grade/step for NORs will be determined by Washington.

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

The United States Embassy in Bridgetown is seeking eligible and qualified applicants for the position of Chauffeur, in the United States Marine Security Guard (USMSG), Regional Security Office (RSO).

BASIC FUNCTION OF POSITION

Incumbent operates both passenger and light truck type vehicles for purposes of transporting the Marine's passengers and/or cargo to designated designations as instructed by immediate supervisor. Incumbent is to be courteous to all passengers. If a Marine or his passenger is not courteous, the driver will report it to the Detachment Commander.

QUALIFICATIONS REQUIRED

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

1. **EDUCATION:** Completion of Secondary School is required.

2. **EXPERIENCE:** At least 2 years driving experience required.

3. **LANGUAGE:** Level III English ability (good working knowledge) 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; e.g., S-turns to quickly reverse direction of travel and barricade penetration is required. Possess sufficient mechanical ability to recognize and perform preventive maintenance on vehicle is required. Must be a team player.

5. **JOB KNOWLEDGE:** Detailed knowledge of traffic laws and rules of the road in the geographic area of employment; knowledge of defensive driving 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.

SELECTION PROCESS: When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

HIRING PREFERENCE ORDER:

- (1) USEFM who is ALSO a preference-eligible U.S. Veteran
- (2) USEFM OR a preference-eligible U.S. Veteran
- (3) FS 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. Candidates who are Eligible Family Members (EFMs), U.S. Citizen Eligible Family Members (USEFMs), Appointment Eligible Family Members (AEFMs), or Members of Household (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:

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, language test scores, work and/or residency permits, CSME skills certificate).

IMPORTANT: Applicants claiming a U.S. Veteran’s preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran’s Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran’s preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran’s preference may be found in HR/OE’s Family Member Employment Policy (FMPEP).

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: BridgetownHR@state.gov

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 A - DEFINITIONS

Eligible Family Member (EFM): An EFM for employment purposes is defined 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. The term “child” shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **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 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 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): A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and

- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

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: JKania – GSO

Cleared: GySgtRogers - UMSG

Approved: SCuthbertson – A/MO

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

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

1. POST AmEmbassy Bridgetown	2. AGENCY Department of State	3a. POSITION NO. C52736
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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 - (Four other positions – 5 in total)

4. REASON FOR SUBMISSION

a. Reclassification of duties: This position replaces

Position No. _____, _____ (Title) _____ (Series) _____ (Grade)

b. New Position

c. Other (explain)

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

6. POST TITLE POSITION (if different from official title) MSG Chauffeur	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION Marine Security Guard	a. First Subdivision Management Office
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b. Second Subdivision American Embassy	c. Third Subdivision
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9. This is a complete and accurate description of the duties and responsibilities of my position.	10. This is a complete and accurate description of the duties and responsibilities of this position.
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_____ Typed Name and Signature of Employee Date(mm-dd-yy)	Godfrey Decoteau Typed Name and Signature of Local Supervisor Date(mm-dd-yy)
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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.	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.
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SSgt. Brian Bailey Typed Name and Signature of American Supervisor Date(mm-dd-yy)	Marcia L. Norman 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 the Marine's passengers and/or cargo to designated designations as instructed by immediate supervisor. Incumbent is to be courteous to all passengers. If a Marine or his passenger is not courteous, the driver will report it to the Detachment Commander.

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF

TIME

Driving: 60%

1. As Chauffeur, incumbent is responsible for:
 - a. Driving designated and/or selected passengers/visitors to various destinations of the island.
 - b. The security, safety, and well being of passengers.
 - c. Observing all traffic laws, driving defensively and within the posted speed limit, and as required, taking evasive action.
 - d. Ensuring 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 driving assignment(s). As a precautionary security measure, the driver must maintain an awareness of all major road construction and repairs that may impede one's 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.
2. When picking up or dropping off passengers and/or official U.S. Government supplies and equipment, the incumbent will:
 - a. Remain with the vehicle at all times, except when assisting passengers with carrying baggage, supplies and equipment.
 - b. Ensure that both he and passengers secure their seat belts prior to vehicle being placed into operation.
3. When taking a Marine to a destination, the incumbent will return to the location that has the majority of Marines such as the Marine house or Embassy, unless the Marine instructs the driver to wait due to only needing to be at that destination for a few minutes. .
4. Incumbent will remain in contact with Post 1 at all times, and call Post 1 when arriving at each location.
5. Cell phones will remain on and will be charged daily during MSG curfew (from 0300-0500) or when the incumbent is in the drivers' room waiting to drive.
6. Incumbent will ensure the vehicle gas tanks are full and never below half a tank. Refueling may be done during MSG curfew (from 0300-0500) or during down time. The driver will contact Post 1 when departing to and returning from refueling the vehicle.
7. Incumbent will call Post 1 when required to work overtime. Post 1 will log the exact length of overtime into the logbook. Each pay period, the DetCdr. will reconcile the driver's timesheet with the logbook before approving overtime for Time & Attendance reports. Actual minutes worked must accumulate to 60 minutes to be considered one hour of overtime.

Vehicle Maintenance Preventive: 30%

1. Incumbent must maintain assigned vehicles in excellent and safe mechanical condition. Daily maintenance responsibilities include:
 - a. Performing inspection of assigned vehicle to observe potential tampering
 - b. Using checklist to complete a check for defects and make minor repairs as required.
 - c. Reporting to supervisor deficiencies that require garage repair.
 - d. Performing preventive maintenance, adding fluids as required, and checking tire pressure, air filters, etc.
 - e. Cleaning the vehicle interior and exterior daily during MSG curfew (from 0300-0500). Cleaning includes but is not limited to washing of the windows (with Windex), vacuuming of the interior, and applying Armor All to the dashboards and console.
 - f. Recording daily mileage, gas consumption, repairs, and maintenance on each vehicle operated.
 - g. Providing clear, complete trip tickets and gas receipts directly to the GSO Motor pool Supervisor.
2. Incumbent will take vehicle to commercial garages for lubrication, oil changes, and other fluid changes at regularly scheduled intervals at the direction of the supervisor.
3. Incumbent is responsible for upkeep and security of all assigned U.S. Government owned vehicles, property and parts (e.g. spare tires, tools, and equipment) under the driver's accountability.

Other: 10%

1. Incumbent may be requested to perform additional duties and carry out other responsibilities at the direction of the Detachment Commander via the Vehicle NCO, Motor pool Supervisor, or GSO, which may or may not be directly related to the principal responsibility of driving.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education

Completion of Secondary school is required.

b. Prior Work Experience

At least 2 years driving experience 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.(Good working knowledge).

e. Knowledge

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

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; e.g., 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 is required. Must be a team player.

16. POSITION ELEMENTS

a. Supervision Received:

Incumbent performs under the supervision of the Detachment Commander via the MSG Vehicle NCO who will provide advice and guidance on driving requirements on policies, and procedures.

b. Supervision Exercised:

None

c. Available Guidelines:

Incumbent receives written and oral instructions as established by the Detachment Commander via the Vehicle NCO, in accordance with established Embassy procedures.

d. Exercise of Judgment:

Incumbent must determine deadlines and establish priorities for routine driving assignments, except for passenger pickup and delivery schedule. Driver determines best routes for passenger comfort and security.

e. Authority to Make Commitments

N/A

f. Nature, Level and Purpose of Contacts

Must interact with people in the public sector to obtain automotive repairs services and/or supplies. Also, the driver may be required to interact with members of staff when making delivery of USG supplies equipment or furnishings.

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

Thirty days.