



**U.S. EMBASSY
BRIDGETOWN, BARBADOS
VACANCY ANNOUNCEMENT 16-013**



OPEN TO: All Interested Candidates/All Sources

POSITION: Chauffeur

OPENING DATE: March 31, 2016

CLOSING DATE: April 7, 2016

WORK HOURS: Full-time, 40 hours/week

SALARY: Ordinarily Resident (OR): FSN-03/1 – BDS \$38,552.00
 Not-Ordinarily Resident (NOR): FP-BB – 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 General Services Office.

BASIC FUNCTION OF POSITION

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 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.

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 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. Skilled operation of both manual and automatic transmission vehicles is required.

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.

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. 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:

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 – HRA

Cleared: CGriffith- GSO

Cleared: JKania-A/GSO

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)

1. POST EMBASSY, BRIDGETOWN	2. AGENCY STATE	3a. POSITION NO. C52739
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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) Regular Review
CAJE

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

6. POST TITLE POSITION (if different from official title) Driver	7. NAME OF EMPLOYEE
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8. MISSION American Embassy, Bridgetown	b. Second Subdivision
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a. First Subdivision General Services Office	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)	_____ Typed Name and Signature of Local Supervisor Date(mm-dd-yy)
-------------------------------------------------------------------	---------------------------------------------------------------------------

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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_____ Typed Name and Signature of American Supervisor Date(mm-dd-yy)	_____ 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.

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).

55%

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:

Serves as an administrative backup for the GSO Motorpool Supervisor and Motorpool section. May be required to periodically serve as messenger, and will perform such duties as instructed by supervisor.

This PD in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.

20%

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education

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 (good working knowledge), speaking, reading and writing 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.

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. Skilled operation of both manual and automatic transmission vehicles.

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.

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.