



**U.S. EMBASSY
BRIDGETOWN, BARBADOS
VACANCY ANNOUNCEMENT 15-030**

DATE: September 30, 2015

OPEN TO: All Interested Candidates

POSITION: **Warehouse Laborer/Chauffeur, GSO, FSN-03;
FP-BB/01**

OPENING DATE: September 30, 2015

CLOSING DATE: October 14, 2015

WORK HOURS: Full time: 40 hours/week

SALARY

*Ordinarily Resident:
Position Grade: FSN-03/1 - BDS\$38,552.00 p.a.
(Starting Salary)

*Not-Ordinarily Resident:
Position Grade: FP-BB/1 - US\$22,279.00 p.a. (Starting
Salary)

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

The U.S. Embassy in Bridgetown is seeking an individual for the position of Warehouse Laborer/Chauffeur, in the General Services Office (GSO).

BASIC FUNCTION OF POSITION:

Incumbent works part time within the USG Warehouse to deliver property and received USG assets, assists with the manual labor of physically moving USG property, especially consolidating the warehouse and replacing 12 sets of furniture, and is authorized to drive USG vehicles in order to carry out the duties of the

warehouse and back-up Chauffeur. Incumbent works part time in Motor Pool, primarily when one of the drivers or dispatcher is on leave and for VIP visits, and operates both passenger and light truck type vehicles for purposes of transporting passengers and/or cargo to designated destinations as instructed by GSO. Incumbent supports motor pool during times of surge or when requests exceed available drivers. Incumbent also carries out basic administrative and clerical duties in support of USG property and vehicle management.

SPECIFIC GOALS AND OBJECTIVES

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Human Resources Office (Telephone number 227-4342).

QUALIFICATIONS REQUIRED

NOTE: 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. None to one year of related driving experience is required.
3. Level III (Fluency) Speaking/Reading/Writing is required.
4. Required to be detail orientated and willing to work as a member of a team. Must comply with safe handling of protective equipment and maintain safety posture at all times while moving equipment and in the warehouse at all times including use of hardhats, gloves, boots, etc. 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.
5. Ability to maintain a commercial class driver's Barbados license in accordance with Barbados law is required. Must be able to work in a physically challenging environment in the warehouse, moving and lifting furniture and equipment as needed. Must be able to work afterhours for auctions, representation events, etc. 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 is required.

SELECTION PROCESS:

When equally qualified, US Citizen Eligible Family Members (EFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate 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 US 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.

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 (Form DS-174);
2. 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.
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATIONS TO: BridgetownHR@state.gov

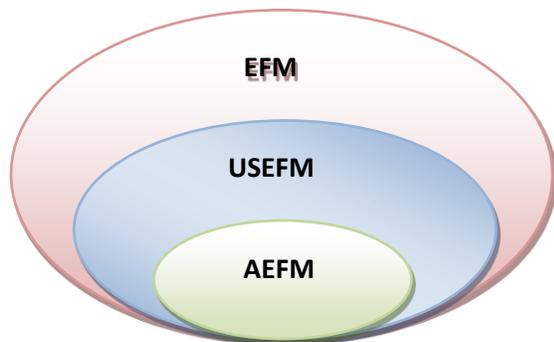
**APPLICATIONS MUST BE RECEIVED BY CLOSE OF BUSINESS
October 14, 2015**

The US Mission in Bridgetown 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



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.- citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, 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.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- *Is a U.S. citizen; and*
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- *Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, 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 at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and*
- *Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.*
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFM's without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No; if yes, provide explanation*)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

Drafted: CRivera – HRA

Cleared: MHunte - HRS

Cleared: TOwens - RHRO

JKania - A/GSO

Approved: VRomero - MC

Property Movement (60% of time) - Under the guidance of the Warehouse Manager, assists fellow warehouse personnel in the delivery, arrangement, etc. of USG property to authorized locations. This includes physically moving property as necessary to ensure compliance with authorized property movements and warehouse consolidation. This includes loading, unloading, and delivery of a wide assortment of U.S. Government office and residential equipment, supplies, furnishings and spare parts needed to carry out in-house repairs and/or maintenance activities. This also includes assembly and installation of office and residential equipment using basic plans and manufacturer instructions. This will include the installation and take-down of tents, tables, and equipment associated with USG representational events. Must comply with safe handling of protective equipment and maintain safety posture at all times while moving equipment and in the warehouse at all times including use of hardhats, gloves, boots, etc.

Chauffeur (35% of time) - Incumbent is tasked with the responsibility of driving designated and/or selected passengers/visitors to various destinations of the Island, especially in support of major visits. 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).

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.

Note: 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.

(continue on blank sheet)

15. Qualification Required For Effective Performance

a. Education

Completion of secondary schooling is required

b. Prior Work Experience

At least two (2) years driving experience is required

c. Post Entry Training

Defensive driving course (Smith certification)

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (I,II,III) and specialization(sp/read)

Level III (Fluency) Speaking/Reading/Writing is required.

e. Job Knowledge

Must be detail orientated and willing to work as a member of a team. Must comply with safe handling of protective equipment and maintain safety posture at all times while moving equipment and in the warehouse at all times including use of hardhats, gloves, boots, etc. 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

Must be able to maintain a commercial class Barbados driver's license in accordance with Barbados law. Must be able to work in a physically challenging environment in the warehouse, moving and lifting furniture and equipment as needed. Must be able to work afterhours for auctions, representation events, etc. 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 Element

a. Supervision Received

Performs under the supervision of the General Services Officer who determines prioritization of work and assigns incumbent to either to the warehouse supervisor or motorpool supervisor who provides oral and written instructions in terms of driving and/or property movement requirements

b. Supervision Exercised

N/A

c. 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. 6 FAM, 14 FAM, 14 FAH, post policy

d. Exercise of Judgment

Must be able to make sound determinations to evaluate proper delivery of USG property and to identify errors in orders/inadequate delivery/damaged delivery/etc. Must address minor traffic or appointment delays. Must solve routine problems without assistance, but must refer significant problems to post management.

e. Authority to Make Commitments

N/A

f. Nature, Level, and Purpose of Contacts

Must interact with people in the public sector when driving USG officials. Also may be required to interact with members of the staff when making delivery of USG supplies, equipment, or furnishings.

g. Time Expected to Reach Full Performance Level

Six months