AMERICAN EMBASSY, COTONOU

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 008/13

OPEN TO: All Interested Candidates

POSITION: **Chauffeur**

POSITION GRADE: USEFM/EFM/MOH/NOR: FP-BB
(To be confirmed by Washington)

Ordinarily Resident (OR): FSN-03

OPENING DATE: March 25, 2013

CLOSING DATE: April 08, 2013

WORK HOURS: Full time; 48 hours/week

SALARY: FS Extended Schedule: $21,840 to $24,581 *AEFM/USEFM/
NOR EFM/NOR MOH
FSN-3 CFA 3,780,411 to CFA 6,568,763* OR MOH

LENGTH OF OF HIRE: **Not to exceed three years from the date of employment**

NOTE: ALL QUALIFIED ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND ABLE TO QUALIFY FOR A BENINESE WORK PERMIT.

The U.S. Embassy in Cotonou is seeking an individual for employment in country for the position of **Chauffeur** for the Cotonou New Embassy Compound (NEC) project.

BASIC FUNCTION OF POSITION

The incumbent operates United States Government (USG) vehicles (sedans, sport utility vehicles, vans and light trucks) to transport passengers and cargo, including but not limited to: delivery of USG correspondence, transport of USG personnel for official business, transport of USG school children and transport of small and large quantities of freight. Operates USG vehicles to transport cargo, including but not limited to: diplomatic pouches, USG equipment, supplies and official shipments.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

a) Education: Completion of primary school.

b) Prior Work Experience: Must have at least 3 years of driving experience, to include at least 6 months of professional experience in driving passengers (i.e. experience as a private chauffeur, public transportation operator or automobile or van taxi driver).

c) Language Proficiency: French level III (Good Working Knowledge) speaking/writing, and English level II (Limited) speaking/writing.

d) Job Knowledge: Must possess knowledge of the proper operation of basic maintenance of motor pool vehicles. Must be knowledgeable about local traffic laws and traffic patterns. Must be familiar with the layout of Cotonou including major roads and the location of various government buildings, commercial sites, hotels, banks, hospitals and other diplomatic missions

e) Skills and Abilities: Must have categories B (sedans) and C (vans and light trucks) valid local driver licenses. Must be able to address overall condition of a vehicle in order to ensure safe and dependable transportation. Must have basic writing skills to fill out vehicular transportation logs and similar documents.

SELECTION PROCESS

When fully qualified, both US Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and the 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 U.S. 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.

6. Priority consideration will be given to RIFed U.S. Mission to Benin former LES for a period of twenty-four (24) months after the date of separation. Such an applicant must qualify for the announced vacancy and must present an evaluation record for the past five years that demonstrates consistent effectiveness as an employee.

TO APPLY

Interested candidates for this position must submit the following or HR cannot consider the application:

A. Cover letter.

B. Universal Application for Employment (UAE) as Locally Employed Staff or a Family Member **(DS-174); or**

C. A current resume or curriculum vitae that provides the **same information** found on the UAE; **or**

D. A combination of both, i.e. Sections 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**

E. 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.

F. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

HOW TO SUBMIT AN APPLICATION

Application packages containing all the information listed in items "A" through "F" above can be scanned into PDF format and sent as a single file to the following E-mail address. Files should not exceed 10 MB or they may be rejected by the embassy's server. Paper applications will also be accepted for this vacancy announcement.

SUBMIT APPLICATION TO:

Management Officer
American Embassy
Rue Caporal Bernard Anani
01 B.P. 2012, Cotonou
Telephone: +229 21 30 06 50
Fax: +229 21 30 19 74
E-mail: hrocotonou@state.gov

DEFINITIONS

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

   - U.S. Citizen; and,
   - EFM (see definition at #2) 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 U.S. Government agency that is under COM authority:

     a) Resides at the sponsoring employee's or uniformed service member's post of assignment abroad, or
     b) Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. **Eligible Family Member (EFM)**: 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, and who is under chief of mission authority; and is a

   - 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.

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

   - Is a U.S. *c*itizen*;* 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
   - Residing at the sponsoring employee's post of assignment abroad,
   - Does not receive a Foreign Service or Civil Service annuity

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

   - 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; and,
   - Has a U.S. Social Security Number (SSN)

5. **Member of Household (MOH)** – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service members permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad. An MOH is:

   - Not an EFM; and,
   - Not on the travel orders of the sponsoring employee; and,
   - Has been officially declared by the sponsoring U.S. Government employee to the Chief of Mission as part of his/her household.

An 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.

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

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

CLOSING DATE FOR THIS POSITION: April 08, 2013 at 17H30

The U.S. Mission in Cotonou 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.