

# INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

<b>1. POST</b> Gaborone, Botswana	<b>2. AGENCY</b> Center for Disease Control	<b>3a. POSITION NO.</b>
--------------------------------------	--	-------------------------

**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. Redescription of duties: This position replaces  
Position No. \_\_\_\_\_, \_\_\_\_\_ (Title) \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade)
- b. New Position
- c. Other (explain) \_\_\_\_\_

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

<b>6. POST TITLE POSITION (if different from official title)</b> Chauffeur	<b>7. NAME OF EMPLOYEE</b>
---	----------------------------

<b>8. OFFICE/SECTION</b> Center for Disease Control	a. First Subdivision
--	----------------------

b. Second Subdivision Francistown	c. Third Subdivision
--------------------------------------	----------------------

<p><b>9. This is a complete and accurate description of the duties and responsibilities of my position.</b></p> <p>_____</p> <p style="text-align: center;">Typed Name and Signature of Employee                      Date(mm-dd-yyyy)</p>	<p><b>10. This is a complete and accurate description of the duties and responsibilities of this position.</b></p> <p>_____</p> <p style="text-align: center;">Typed Name and Signature of Supervisor                      Date(mm-dd-yyyy)</p>
--	---

<p><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></p> <p>_____</p> <p style="text-align: center;">Typed Name and Signature of Section Chief or Agency Head                      Date(mm-dd-yyyy)</p>	<p><b>12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.</b></p> <p>_____</p> <p style="text-align: center;">Typed Name and Signature of Admin or Human Resources Officer                      Date(mm-dd-yyyy)</p>
---	---

**13. BASIC FUNCTION OF POSITION**  
Drives and helps maintain a motor vehicle for purposes of safely transporting people and things in support of the CDC/BOTUSA program.

**14. MAJOR DUTIES AND RESPONSIBILITIES** **% OF TIME**  
 Transports health care workers, CDC employees, visitors and Ministry of Health officials throughout Botswana, though principally in Gaborone. Responsible for safely driving motor vehicles. Maintains the vehicle in a clean and neat condition. Checks oil, water and tires weekly. Advises supervisors of any problems with the vehicle, especially problems that could affect vehicle and passenger safety. Keeps accurate vehicle use logs. Performs other duties as necessary.

**15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

- a. Education:  
Completion of secondary school.
- b. Prior Work Experience:  
Two to three years as a chauffeur or equivalent professional driver.
- c. Post Entry Training:  
Safe driving courses may at times be offered.
- d. Language Proficiency: List both English and host country language(s) by level and specialization:  
Level II English and Level IV Setswana
- e. Job Knowledges:  
Must be familiar with local traffic laws, and traffic patterns with emphasis on Gaborone and nearby areas.
- f. Skills and Abilities:  
Must have a valid Class B driver's license with a clean driving record.

**16. POSITION ELEMENTS**

- a. Supervision Received:  
Supervised by Protocol Manager in Francistown
- b. Supervision Exercised:  
N/A
- c. Available Guidelines:  
Embassy Handbook for FSN's, CDC/BOTUSA Policies and relevant traffic rules and regulations.
- d. Exercise of Judgment:  
Must exercise common sense and respond quickly to traffic conditions as necessary. Must be able to refuse passenger requests to break traffic rules and regulations, or to drive after dark outside of town.
- e. Authority to Make Commitments:  
N/A
- f. Nature, Level and Purpose of Contacts:  
CDC/BOTUSA staff, Ministry of Health officials
- g. Time Expected to Reach Full Performance Level:  
One year.