

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

1. POST Gaborone	2. AGENCY State	3a. POSITION NO.
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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. Redescription of duties: This position replaces
Position No. _____, _____ (Title) _____ (Series) _____ (Grade)

b. New Position

c. Other (explain) Updated PD.

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	Chauffeur	03		
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title) Chauffeur	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION American Embassy Gaborone	a. First Subdivision General Services Office
b. Second Subdivision Motor Pool	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position. _____ Typed Name and Signature of Employee Date(mm-dd-yyyy)	10. This is a complete and accurate description of the duties and responsibilities of this position. _____ Typed Name and Signature of Supervisor Date(mm-dd-yyyy)
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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. _____ Typed Name and Signature of Section Chief or Agency Head Date(mm-dd-yyyy)	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. _____ Typed Name and Signature of Admin or Human Resources Officer Date(mm-dd-yyyy)
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13. BASIC FUNCTION OF POSITION
Serves as one of seven chauffeurs operating official motor pool vehicles for the transportation of embassy employees, official visitors and goods. Works under the direct supervision for the Motor Pool Supervisor; in his absence works under the Chauffeur/Dispatcher. If assigned to temporarily work for the Marine Security Guards, works under the supervision for the Detachment Commander or Assistant S=Detachment Commander.

14. MAJOR DUTIES AND RESPONSIBILITIES **% OF TIME**
Operates a passenger motor vehicle or light truck in accordance with the Dispatcher's instructions to transport Embassy personnel and official visitors within the city and surrounding areas. May be assigned to drive the Chief of Mission, Deputy Chief of Mission, or the Marine Security Guards. Delivers documents, checks and official mail. May assist labor crew to load, transport and unload goods.
(Continued on attached sheet) 70%

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:

Completion of senior secondary school is required.

b. Prior Work Experience:

Four to five years of driving experience is required. Must have a good working knowledge of vehicles.

c. Post Entry Training:

N/A

d. Language Proficiency: List both English and host country language(s) by level and specialization:

Level II English ability is required.

e. Job Knowledge:

Good working knowledge of local traffic laws. Must know area traffic patterns and the locations of major streets.

f. Skills and Abilities:

Must be able to operate a transmitter/receiver radio and be in possession of a (violation free) driver's license appropriate to the type of vehicle operated.

16. POSITION ELEMENTS

a. Supervision Received:

Receives direct supervision from the LES Motor Pool Supervisor; in his absence, supervised by the LES Chauffeur/Dispatcher.

b. Supervision Exercised:

N/A

c. Available Guidelines:

14 FAM and FAH, Post's Motor Vehicle Policy, Post's Administrative Notices

d. Exercise of Judgment:

Must exercise judgment in selecting the fastest and safest routes under prevailing circumstances.

e. Authority to Make Commitments:

N/A

f. Nature, Level and Purpose of Contacts:

Regular contact with LES at the Embassy, as well as with American staff under all serviced agencies or with VIP visits.

g. Time Expected to Reach Full Performance Level:

Six months

Continued from DS-298 Chauffeur

Maintains daily vehicle records. Maintains vehicle in clean and serviceable condition and performs minor preventive maintenance, advising Motor Pool Supervisor or Dispatcher of problems which require more technical maintenance or repair. 15%

May be required to work odd hours, including local and U.S. holidays. 5%

Performs shift work if assigned to fill in for an MSG driver. 5%

May provide guide services to VIP visitors, pointing out and describing places of historical or current interest. 5%

Other duties as assigned.