

U.S. Mission

RANGOON

ANNOUNCEMENT

VACANCY ANNOUNCEMENT NUMBER: USAID- 15-05

OPEN TO: Myanmar Citizens and all interested candidates with permanent residence status

POSITION: Chauffeur (USAID)

OPENING DATE: December 2, 2015

CLOSING DATE: December 16, 2015

WORK HOURS: Full-time, 48 hours/week

GRADE LEVEL: Ordinarily Resident (OR):
Starting Salary Range: \$8,588 - \$9,446 per year (Grade: FSN-4)

OTHER BENEFITS: **Leave:** 201 hours of annual leave and 124 hours of sick leave per year

Standard Medical Plan: Reimbursement for employee and eligible dependents medical expenses

Annual Maximum: \$3,000 without eligible dependents
\$6,000 with eligible dependents

Separation Benefits (Defined Contribution Plan): Additional 12% of basic salary contributed by U.S. Embassy to a savings account.
Paid out at time of separation.

Note: A complete description of benefits and allowances for Locally Employed Staff is available at this [link](#)

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 U.S. Embassy in Rangoon is seeking an individual for the position of Chauffer in the Director's Office in the United States Agency for International Development (USAID).

BASIC FUNCTION OF THE POSITION

The incumbent serves as the chauffeur for the Mission Director. Under direct supervision from the Office Manager, the incumbent transports the Mission Director and official visitors, as/when appropriate, to conduct official business within Yangon and to points outside the city. The incumbent performs daily preventive maintenance and emergency minor repairs, maintains daily trip sheets, and reports all mechanical problems of the assigned vehicle to Office Manager. The incumbent must strictly adhere to all rules and regulations of Embassy Rangoon, USAID/Burma and the laws of Burma related to performance of official duties. To perform these duties, special training is required and performance is frequently and critically monitored.

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 School is required.

2. EXPERIENCE: (40 points)

A minimum of 2 years of experience driving a motor vehicle is required.

3. LANGUAGE:

Level III (good working knowledge) English language ability (understand and carry out verbal instructions, complete required motor pool specific forms, follow the manufacturers' operating manuals for his/her assigned vehicle, understand and transmit, in person and/or over the radio, instructions and/or information) is required. In addition, Level IV (fluent) in Burmese is required.

4. JOB KNOWLEDGE: (30 points)

- Very familiar with Burmese traffic law.
- Very good knowledge of traffic patterns within Burma.
- Very good knowledge of other destination points throughout the country
- Excellent knowledge of the locations of various Government of Burma's offices and the road systems throughout Yangon.
- "Hands on" knowledge of, and experience in, operating a 4-wheel drive vehicle.
- Capable of performing light vehicle maintenance, is required.
- Sound knowledge of Yangon and surroundings area roads.
- Basic knowledge of vehicle maintenance and repair is also required.

5. SKILLS AND ABILITIES: (30 points)

- Excellent driving skills to drive in extreme weather and road conditions.
- Strong interpersonal skills and ability to deal tactfully with passengers.
- Ability to maintain confidentiality.
- Patience and persistence in interacting with working level employees of Burma governmental and non-governmental offices to obtain/retrieve documents.
- Ability to exercise sound judgment in selecting the most appropriate routes at a given time.
- Ability to complete incident reports accurately.

- Ability to complete defensive driving skills courses mandated by USG.
- Ability to pass the annual medical examination for continuation of services.
- Possess a valid Burmese driving license.

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained on our website at http://burma.usembassy.gov/job_opportunities.html)

SELECTION PROCESS:

Initial Screening:

Applications will be initially screened for eligibility in accordance with the minimum requirement of education, experience and validity of Burmese driving license.

Evaluation:

Applications that meet the minimum requirement will be scored and evaluated in accordance with the required qualifications and points mentioned above.

To be considered for candidacy, applicants must address each criterion in their application as to how they meet the minimum qualifications for this position. Top-ranked candidates who meet the minimum qualification will be given an English test. Applicants with passing marks from English test score of Level 3 (43 out of 80 or above) will be invited for an interview. The highest ranked candidate from the interview will be invited to the driving test. Reference checks will be conducted once the applicant pool is narrowed down to the top candidate(s). Only shortlisted candidates for final interview will be notified of the selection result.

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. Please state clearly any relative employed by the U.S. government. A false statement in this regards is cause for disqualification.

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); and
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)

WHERE TO APPLY:

**Human Resources Office
U.S. Embassy
110 University Avenue
Kamayut Township, Yangon**

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.