

# JOB ANNOUNCEMENT

Seeking one individual for an Assistant Bearer/Driver position at the Chief of Mission's Residence of the U.S. Embassy.

**OPEN TO:** All interested candidates  
**POSITION:** Assistant Bearer/Driver  
**OPENING DATE:** Wednesday, March 16  
**CLOSING DATE:** Friday, March 25  
**SALARY:** \$350-\$400 depending on experience and English abilities

## POSITION DESCRIPTION

- Assists Ambassador's Residence staff with daily chores, e.g., cleaning, shopping, furniture rearrangement, etc.
- Pick-up/Delivery of household items for operation of Residence functions
- Staff support during Residence functions
- Primary vehicle driver for Residence staff in support of official events and duties

## REQUIRED QUALIFICATIONS

- Basic to Low Intermediate English speaking/writing/reading skills, able to understand instructions and provide feedback in English
- Ability to perform serving duties at meals, and lift/move large and heavy items
- Capable of smartphone English language communications
- Two years driving experience in Rangoon. Prior Embassy or company driving experience preferred.
- Firm understanding of local driving regulations and valid driver license (type D)
- No smoking, drinking, or betelnut habits
- Attentive to details and security regulations

## SUBMIT RESUME TO

Human Resources Office  
U.S. Embassy  
No. 110, University Avenue  
Kamayut Township, Yangon, Myanmar (or) Send by e-mail to [HRORangoon@state.gov](mailto:HRORangoon@state.gov)

Please include contact information: i.e. address, e-mail, telephone and/or fax number