

POSITION: Chauffeur (DAO)

BASIC FUNCTION OF POSITION

Chauffeur services for the U.S. Defense Attaché and other members of the U.S. Defense Attaché Office.

MAJOR DUTIES AND RESPONSIBILITIES

1. Chauffeur of the Defense Attaché and as required, all other members of the Defense Attaché Office in support of official requirements.
2. Responsible for providing daily security of vehicles and performing daily and as required, vehicle security inspections. Select daily adequate routing for secure travel in area of operation.
3. Responsible for the user maintenance of all assigned vehicles; this includes daily checks of fuel, oil, water and other maintenance checks as authorized and directed.
4. Maintains assigned vehicles in a clean condition at all times. Reports to supervisor all deficiencies that are noted in mechanical condition of vehicles.
5. Assists Embassy mechanics in preventive maintenance services and repairs on assigned vehicles as required.
6. Based on general guidance from the Defense Attaché or Air Attaché prepares road trip itineraries, assists the attaches in coordinating the details in support of official road trips. Drives for the attaches on such trips, acting concurrently as guide and interpreter as needed. Remains familiar with road travel conditions in Burma to provide advice for the Defense and Air Attachés.
7. Meets official U.S. Defense Attaché visitors to Burma, assisting in arrivals and departures as needed. Acts as chauffeur guide for official visitors as necessary. Assists with domestic rail and air travel departures and arrivals.
8. By regular visits to government and non-government bookstores, advises Defense Attaché personnel of the availability of new official and unofficial publications, including books, periodicals and maps, both in Burmese and English.
9. Performs other official duties as directed by his supervisor.