

**POSITION: Chauffeur (RA)**

**BASIC FUNCTION OF POSITION**

Chauffeur services for the Regional Affairs Office and all team members.

**MAJOR DUTIES AND RESPONSIBILITIES**

- Chauffeur for Chief of Regional Affairs (RA) and all team members of Regional Affairs (RA) in support of official requirements.
- 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.
- 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.
- Maintains assigned vehicles in a clean condition at all times. Reports to supervisor all deficiencies that are noted in mechanical condition of vehicles.
- Assists Embassy mechanics in preventive services and repairs on assigned vehicles as required.
- Based on general guidance from Chief of Regional Affairs and all team members of Regional Affairs, prepares road trip itineraries, and assists RA team members in coordinating the details in support of official road trips. Drives for RA team members on such trips, acting concurrently as guide and interpreter as needed. Remains familiar with road travel conditions in Burma to provide advice for Regional Affairs team members.
- Meets official Regional Affairs 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.
- By regular visits to government and non-government bookstores, advises Chief of Regional Affairs and all team members of Regional Affairs of the availability of new official and unofficial publications, including books, periodicals and maps, both in Burmese and English.
- Performs other official duties as directed by his supervisor.