

**POSITION: DCM CHAUFFEUR**

**BASIC FUNCTION OF POSITION**

Provides Chauffeur service to the Deputy Chief of Mission (DCM). Assist Motor Pool Supervisor to provide transportation sections/mission as needed.

**MAJOR DUTIES AND RESPONSIBILITIES**

Operates a passenger vehicle to transport the DCM, or VIP visitors within the city and surrounding area. Keeps vehicle in clean and serviceable condition and performs minor preventive maintenance. Serves as a special messenger in delivering documents or invitations or in carrying out various other important errands for the Chief of Mission. Provides guide services to VIP visitors, pointing out and describing places of historical or current interests. May function as a pool chauffeur for a portion of the time.