



UNITED STATES MISSION - BOGOTA  
**VACANCY ANNOUNCEMENT**



No.062

Job vacancy

June 29, 2011

**OPEN TO:** All Colombian Citizens  
**POSITION:** DRIVER - MISSION DIRECTOR (001185K8)  
**OPENING DATE:** Wednesday, June 29, 2011  
**CLOSING DATE:** Wednesday, July 13, 2011  
**WORK HOURS:** Full time; 48 hours/week  
**SALARY:** FSN/PSC – 4 Col. Ps. \$22,324,490.00 –  
Col. Ps. \$35,719,178.00

**Final salary determination based on incumbent documented salary history, not to exceed the maximum amount established in this advertisement.**

**TO APPLY**

- If you meet all the requirements for this position, please submit a Foreign National Employment application form no later than the closing date at 4:00 p.m. Eastern Standard Time.
- Applicants may attach copies of any other documentation (e.g. essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed below.
- Applicants must request an application form at the Embassy reception desk or you may print it out by accessing the Embassy web page: <http://bogota.usembassy.gov> under "Recursos Humanos-Vacante". The form may be requested via e-mail at: BogotaHR@usaid.gov

**SUBMIT APPLICATION TO:**

American Embassy  
c/o USAID Human Resources Section  
Carrera 45 No. 24B-27  
Bogota, Colombia

**APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.**

**APPLICANTS WHO ARE NOT SELECTED FOR INTERVIEWS WILL NOT BE CONTACTED.**

**PROFILE OF THE POSITION**

The U.S. Agency for International Development is seeking an individual for the position of Driver for USAID/Colombia's Front Office.

**BASIC FUNCTION OF POSITION**

The position is located in the Mission Executive Office (EXO) of USAID/Colombia, Bogota, and it is assigned to the Office of the Mission Director. The primary purpose of this position is to serve as chauffeur to the USAID/Colombia Mission Director, driving a dedicated fully armored passenger vehicle. The incumbent is charged with principal responsibility for the safety and security of the Mission Director, taking security precautions while serving as his chauffeur. The incumbent is responsible for the effective and efficient operation of the Mission Director's vehicle by maintaining it in optimum condition. He/she is also called upon to transport VIPs and other Mission personnel on occasion and to perform limited customs expediting duties for arriving and departing passengers (Front Office visitors and VIPs) at the international airport. He/she also serves as unclassified courier for the Mission Director to deliver documents to various Colombian Government and non-governmental offices.

**MAJOR DUTIES AND RESPONSIBILITIES:**

A. Performs daily check out of the assigned vehicle. Drives the Mission Director to and from meetings and appointments at various Government of Colombia (GOC) Ministries and other Embassies, Universities and various donor agencies in and around Bogota. Drives the Mission Director and/or VIP visitors to and from the international airports. On occasion, drives the Mission Director, the Deputy Mission Director and/or VIP official visitors to other parts of Colombia to inspect or observe projects in operation or to meet with regional officials.

B. Serves as expeditor for the Mission Director, his visitors and VIPs. Meets arriving passengers at airports, and assists them through immigration with luggage and through customs. Transports departing passengers and assists them with exit tax payment and luggage.

C. Serves as an unclassified courier for the Mission Director. Delivers unclassified documents and invitations to diplomatic missions, government Ministries, and other autonomous organizations and awaits their responses. Drives for other errands, makes small purchases, pays bills, delivers packages, etc., as required.

D. Performs minor preventive maintenance and keeps the assigned vehicle clean and in optimal condition. Monitors need for routine maintenance or emergency repairs and takes necessary action to ensure that such repairs/maintenance are accomplished as needed. Reports problems promptly to Supervisor. Checks completed repairs and accepts vehicle upon completion of repairs or maintenance. Maintains a daily vehicle maintenance log, travel log and gas purchase and consumption log. Performs other miscellaneous related duties as assigned.

As a USAID employee, the incumbent must understand and incorporate the Agency's five core values in all aspects of his/her work. These core values are: 1. Customer focus, 2. Results orientation, 3. Empowerment and accountability, 4. Teamwork and participation, and 5. Valuing Diversity.

#### C. Incorporates the Five Core Values into His Work

1. Customer Focus: Identifies and communicates with USAID customers regularly (ideally, in their preferred language); surveys their interests, needs and recommendations; follows up on communications and information received from and about the customers. Ensures that customers needs and thinking are included in all activities undertaken and that, where possible, customers are involved in key decisions. Surveys customer satisfaction periodically and serves as a knowledgeable advocate for customer service with other USAID employees and partners.

2. Managing for Results: Reviews baseline information against which to plan actions and identify targets and milestones. Defines specific operational and program results needed for his area of responsibility. Puts strategic plan in place and uses it as a framework for decisions. Reviews progress against targets and milestones regularly; takes needed action to modify plans when necessary and to maintain actions to accomplish the desired results within the time frame planned when possible. Serves as a knowledgeable advocate for the results orientation with other USAID employees and partners.

3. Empowerment and Accountability: Emphasizes results rather than oversight, and service outreach rather than internal control, in carrying out his responsibilities. Is clear about his own performance standards. Participates in defining objectives, reviewing performance, and upholding accountability for the accomplishment of the objectives.

4. Teamwork and Participation: Contributes to strategic planning, performance monitoring, and major program decisions of the SO team. Demonstrates ownership of

the team's plans, performance, and decisions. Proactively participates in team processes and activities. Includes other team members, customers and partners and assists in their understanding and participation in teamwork and the team's goals, performance, and decisions. Assumes responsibility for specific results assigned by the team.

5. Diversity: Understands and respects the various work groups and team members without stereotyping. Understands and respects the role of customers and partners. Realizes the synergy and benefits of differing backgrounds and skills to accomplish our strategic goals. Uses the synergy of core and extended teams to plan and works together to achieve results while accepting accountability for own actions.

#### **REQUIRED QUALIFICATIONS:**

Note: Candidates who do not meet these required qualifications will not be considered.

- a. Education: Completion of high school is required. Basic courses in driving for VIPs and defensive driving courses are desirable.
- b. Prior Work Experience: At least three years of professional driving experience is required. At least one year driving VIP personnel. Must be knowledgeable in security requirements and procedures as they relate to a driver, including protection to Government officials.
- c. Post Entry Training: Defensive driving training course if this has not already been taken.
- d. Language Proficiency: Level I English is required. Level II English is highly desirable. Level III Spanish is required.
- e. Knowledge : Must possess thorough knowledge of local driving regulations, automotive maintenance and have a detailed knowledge of Bogota streets and routes, knowledge of radio communications and security requirements. Must also possess good knowledge of the location of the offices of the Mission Director's contacts as well as knowledge of who is who in the Mission.
- f. Abilities and Skills: Must be highly skilled in the operation of passenger vehicles and have a driver's license appropriate to the vehicle operated. Must be able to pass the eye test and driving test.

## 16. POSITION ELEMENTS

### a. Supervision Received:

Supervisor is the DEXO Supervisor; however, the Mission Director's Secretary acts as Dispatcher for this position. Certain instructions are received from the EXO as well. The supervisor evaluates performance and exercises most normal supervisory functions.

### b. Available Guidelines:

Local traffic laws, rules and regulations. USAID related Mission Policies.

### c. Exercise of Judgment:

Judgment as to best route to take, based on knowledge of traffic flow and road conditions, is required. Must use good judgment to avoid unnecessary risks and abide by local traffic laws.

### d. Authority to Make Commitments:

None.

### e. Nature, Level and Purpose of Contacts:

Contacts with personnel at all levels when driving for VIP visitors and CODELs. Delivers oral and written messages to various members of GOC Ministries, private sector officials, other donors and international organizations and receives their replies to convey to the Mission Director.

### f. Supervision Exercised:

None.

### g. Time Required to Perform Full Range of Duties:

Three months.

## SELECTION CRITERIA

**40 points: Demonstrated appropriate work experience**

At least three years of professional driving experience is required. At least one year driving VIP personnel. Must be knowledgeable in security requirements and procedures as they relate to a driver, including protection to Government officials.

**35 points: Interpersonal and organizational skills**

Must be highly skilled in the operation of passenger vehicles and have a driver's license appropriate to the vehicle operated. Must be able to pass the eye test and driving test.

**15 points: Evidence of strong English/Spanish**

Level I English is required. Level II English is highly desirable. Level III Spanish level is required.

**10 points: Education background**

Completion of high school is required. Basic courses in driving for VIPs and defensive driving courses are desirable.

**ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

**APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES SECTION OF THE US AGENCY FOR INTERNATIONAL DEVELOPMENT BY WEDNESDAY, JULY 13, 2011 NOT LATER THAN 4:00 p.m. EASTERN STANDARD TIME.**

The US Mission in Colombia is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.