U. S. Department of State

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2).

1. Post	2. Agency	3a. Position Number
Abidjan	State	

3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block.

☐ Yes ☒ No

4. Reason For Submission

☐ a. Redescription of duties: This position replaces

(Position Number) _____ , *(Title)* _____ *(Series)* _____ *(Grade)* _____

☒ b. New Position New position

☐ c. Other *(explain)* _____

5. Classification Action	Position Title and Series Code	Grade	Initials	Date *(mm-dd-yyyy)*
a. Post Classification Authority	Chauffeur, FSN-1015, 5	5		
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position *(If different from official title)*	7. Name of Employee
ORA Driver/Administrative Clerk	
8. Office/Section	**a. First Subdivision**
American Embassy Abidjan, Cote d'Ivoire	ORA
b. Second Subdivision	**c. Third Subdivision**

9. This is a complete and accurate description of the duties and responsibilities of my position.

Typed Name and Signature of Employee _____ Date *(mm-dd-yyyy)* _____

10. This is a complete and accurate description of the duties and responsibilities of this position.

Typed Name and Signature of Supervisor _____ Date *(mm-dd-yyyy)* _____

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.

Typed Name and Signature of Section Chief or Agency Head _____ Date *(mm-dd-yyyy)* _____

12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

Typed Name and Signature of Admin or Human Resources _____ Date *(mm-dd-yyyy)* _____

13. Basic Function Of Position

The ORA Driver/Assistant Clerk will serve as official driver for Abidjan Office of Regional Affairs to include providing transportation for ORA PCS officers and TDYers, maintaining ORA official vehicles, managing ORA TDY cell phones and welcome packets, and assisting with small local procurements as needed.

14. Major Duties and Responsibilities 100 % of Time

1. Serve as official driver for ORA. Provide transportation for ORA TDYers to/from airport, to/from embassy, and other destinations as required. Provide transportation for ORA PCS officer to/from official events and meetings.

2. Manage TDY cell phones and welcome packets. Maintain schedule of incoming and departing TDYers and always arrive on time to pick up ORA officers.

3. Maintain ORA official vehicles to include performing basic routine maintenance such as ensuring proper fluid levels, keeping vehicles clean and in good condition, and taking vehicles to a local mechanic for more intensive maintenance or repair. **(See Addendum 1)**

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15. Qualifications Required For Effective Performance

a. Education

High school education is required.

b. Prior Work Experience

Minimum Three years of chauffer/driver experience is required.

c. Post Entry Training

Training will be on-the-job, with the possibility of attending driving training in the U.S.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level *(II, III)* and specialization *(sp/read)*.

English Level 3 (good working knowledge) speaking/reading/writing and French Level 4 (fluency) speaking/reading/writing required.

e. Job Knowledge

Knowlege of Ivoirian driving laws and local shopping establishments. Local driver's license is required.

f. Skills and Abilities

Good driving skills and time management skills. Ability to balance multiple tasks, priorities, and schedules.

16. Position Element

a. Supervision Received

Supervised by ORA/OMS.

b. Supervision Exercised

None.

c. Available Guidelines

Maps of Cote d'Ivoire, local traffic regulations, and mission vehicle usage policy.

d. Exercise of Judgment

Must exercise excellent judgment at all times, particularly in the event of a traffic accident or road block. Must have ability to organize trip and work schedules and negotiate conflicting situations.

e. Authority to Make Commitments

Commitments must be approved by ORA.

f. Nature, Level, and Purpose of Contacts

Deals routinely with US officials and VIPs of all levels.

g. Time Expected to Reach Full Performance Level

6 months

Addendum 1

4. Assist ORA officers with small local procurements to include accompanying ORA officers while making local purchases and providing assistance with negotiation and making small purchases at the direction of ORA officers. Manage a petty cash fund of the CFA equivalent of USD 500.