

## INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

1. Post <p style="text-align: center;">ABIDJAN</p>	2. Agency <p style="text-align: center;">CDC</p>	3a. Position Number
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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) CDC602 , (Title) \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade) 3

b. New Position CHAUFFEUR

c. Other (explain) Fill a vacant position

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	Chauffeur, FSN - 1015	3		
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title)	7. Name of Employee
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8. Office/Section <p style="text-align: center;">CDC PEPFAR</p>	a. First Subdivision <p style="text-align: center;">OPERATIONS BRANCH</p>
b. Second Subdivision <p style="text-align: center;">GENERAL SERVICES TEAM</p>	c. Third Subdivision <p style="text-align: center;">MOTOR POOL</p>

9. This is a complete and accurate description of the duties and responsibilities of my position.  <hr style="width: 80%; margin-left: 0;"/> <p style="text-align: center; margin-left: 20px;">Printed Name of Employee</p> <hr style="width: 80%; margin-left: 0;"/> <p style="display: flex; justify-content: space-between; margin-left: 20px;"> <span>Signature of Employee</span> <span>Date (mm-dd-yyyy)</span> </p>	10. This is a complete and accurate description of the duties and responsibilities of this position.  <hr style="width: 80%; margin-left: 0;"/> <p style="text-align: center; margin-left: 20px;">Printed Name of Supervisor</p> <hr style="width: 80%; margin-left: 0;"/> <p style="display: flex; justify-content: space-between; margin-left: 20px;"> <span>Signature of Supervisor</span> <span>Date (mm-dd-yyyy)</span> </p>
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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.  <hr style="width: 80%; margin-left: 0;"/> <p style="text-align: center; margin-left: 20px;">Printed Name of Chief or Agency Head</p> <hr style="width: 80%; margin-left: 0;"/> <p style="display: flex; justify-content: space-between; margin-left: 20px;"> <span>Signature of Section Chief or Agency Head</span> <span>Date (mm-dd-yyyy)</span> </p>	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.  <hr style="width: 80%; margin-left: 0;"/> <p style="text-align: center; margin-left: 20px;">Printed Name of Admin or Human Resources Officer</p> <hr style="width: 80%; margin-left: 0;"/> <p style="display: flex; justify-content: space-between; margin-left: 20px;"> <span>Signature of Admin or Human Resources Officer</span> <span>Date (mm-dd-yyyy)</span> </p>
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13. Basic Function Of Position

Incumbent is in charge of operations of CDC PEPFAR motor vehicles to transport local and USG PEPFAR employees, TDY and VIP visitors.

14. Major Duties and Responsibilities \_\_\_\_\_ % of Time

Responsible for the performance of duties of Chauffeur for CDC PEPFAR, including purchasing vehicle spare parts. Incumbent maintains all vehicles in good working conditions and is responsible for insurance, visites techniques and other document payments. Ensures vehicles documents are up to date and valid. Ensures minor and major repairs are completed and that all vehicles run efficiently. Provides chauffeur support to visitors on TDY.

(Continue on blank sheet)

15. Qualifications Required For Effective Performance

a. Education

Completion of elementary school is required.

b. Prior Work Experience

Minimum of three years experience as chauffeur is required.

c. Post Entry Training

On-the-job training by supervisors.

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

French level 3 (good working knowledge) speaking is required.

English level 2 (limited knowledge) speaking is required.

e. Job Knowledge

Must be familiar with local traffic laws and area traffic patterns.

f. Skills and Abilities

Must be in possession of a valid local driver's license appropriate to different types of vehicles operated by CDC PEPFAR.

16. Position Element

a. Supervision Received

Direct supervision from motor pool supervisor.

b. Supervision Exercised

N/A

c. Available Guidelines

Mission policy guidelines on official and non-official transportation, Ivorian government regulations, verbal and written instructions from the motor pool supervisor.

d. Exercise of Judgment

Must be able to use good judgment in the operation of motor vehicles while transporting people and supplies.

e. Authority to Make Commitments

N/A

f. Nature, Level, and Purpose of Contacts

Local and USG personnel and visiting dignitaries from CDC, USAID and other CDC PEPFAR agency headquarters.

g. Time Expected to Reach Full Performance Level

Three months.