

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Preparation must be according to instructions given in FSN Handbook, Chapter 4 (3 FAH-2)

1. POST COTE D'IVOIRE	2. AGENCY USAID/WEST AFRICA	3a. POSITION NO. AID-NPC-018
3b. Is this position SUBJECT TO IDENTICAL POSITIONS? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
If Yes, List the position numbers authorized and/or established.		

4. REASON FOR SUBMISSION
<input type="checkbox"/> a. Reclassification of duties: If the reclassification involves the consolidation of all or part of two or more jobs into one, those positions must also be listed. Position No.: _____ Title: _____ Series: _____ Grade: _____ Position No.: _____ Title: _____ Series: _____ Grade: _____
<input type="checkbox"/> b. New Position
<input checked="" type="checkbox"/> c. Other (explain): Replacement

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority HR/REGIONAL EXO	CHAUFFEUR - FSN 1015	FSN-04	TF	02/11/2015
b. Other (EXO, USAID/W)				
b. Proposed by Initiating Office REXO W.A.				

6. POST FUNCTIONAL TITLE POSITION (if different from official title) CHAUFFEUR - CLERK	7. NAME OF INCUMBENT VACANT
8. OFFICE/SECTION	b. 2 nd Subdivision: COTE D'IVOIRE FIELD OFFICE
a. 1 st Subdivision: USAID/WEST AFRICA	c. 3 rd Subdivision:

APPROVALS AND SIGNATURES SECTION			
9. This is a complete and accurate description of the duties and responsibilities of my position.	10. This is a complete and accurate description of the duties and responsibilities of this position.		
EMPLOYEE Signature _____ Date (mm-dd-yy)	SUPERVISOR Signature _____ Date (mm-dd-yy)		
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.	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.		
SECTION CHIEF or AGENCY HEAD Signature _____ Date (mm-dd-yy)	HUMAN RESOURCES Signature _____ Date (mm-dd-yy)		

13. BASIC FUNCTION OF POSITION

As a member of the USAID Office of the Development Counselor (ODC), ensures performance of duties reflect well on this section and recognizes the importance of the timely performance of responsibilities to enable all staff to meet the commitments of the ODC.

Incumbent is assigned as Chauffeur to the Development Counselor, and other USAID staff. S/he may also be assigned driving responsibilities for visiting TDY's and VIPs. **80% of time**

Incumbent will also be assigned responsibilities for clerical duties. These duties will include photocopying, scanning, shredding and filing documents with guidance from USAID Administrative Assistants, and the EXO's office as and when appropriate. **20% of time**

14. MAJOR DUTIES AND RESPONSIBILITIES**100 % OF TIME**

Keeps vehicle clean [inside and out, as weather permits] and in serviceable condition. Performs minor preventative maintenance. Assigned cell phone to enable incumbent to be in immediate contact with the Development Counselor. Follows security measures in using alternate routes and, at all times, is in compliance with local driving laws. Serves as special messenger in delivering documents and invitations or in carrying out various other important errands for the official to whom assigned within established deadlines. If delays are encountered informs Development Counselor's Secretary of problem indicating when the assignment will be completed. Also serves as "pool chauffeur" when not required for duty with the Development Counselor. Keeps vehicle records, maintains daily vehicle log, noting each segment of driving; if client wishes to deviate from known itinerary, driver will advise Development Counselor's Office and proceed accordingly. Daily checks oil levels [crank-case, transmission and brakes] to ensure proper levels are maintained. Fuel tank will be filled whenever the capacity drops below one half. May be asked to deliver VIP passengers to sightseeing locations. Keeps current on points of interest in Cote d'Ivoire and surrounding areas so that visitors can be properly informed during excursions.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**a. Education: (15%):**

Completion of secondary school is required.

b. Prior Work Experience: (15%):

three to five years of accident free chauffeur experience is required. At least one year should have been with the U.S. Government or other international organization.

c. Post Entry Training:

Formal Safe and Defensive Driving Course (one-week training).

d. Language Proficiency: (List both English and host country language(s) proficiency requirements by level and specialization) (15%):

Level 3 French and Level 2 English language proficiency is required.

e. Job Knowledge: (25%):

Must be knowledgeable of local traffic laws, city streets and traffic patterns, locations of major buildings, organizations, diplomatic missions, and government offices, shortest and safest routes to destinations and basic vehicle maintenance procedures. Knowledge of main routes within Cote D'Ivoire and ability to read road maps in order to find safe and expeditious alternate routes. Must be able to perform first line maintenance/repairs.

f. Skills and Abilities: (20%):

Ability to deliver passengers/ materials expeditiously and safely. Must have local driver's license appropriate to vehicles operated. Ability to exercise tact and diplomacy in carrying out responsibilities. Must be able to follow routine

instructions and carry out basic administrative procedure and have the ability to interact with a wide variety of USG staff including visiting VIPs.

g. Administrative skills (10%)

Ability to use shredders, copiers and scanners.

16. POSITION ELEMENTS

a. Supervision Received:

Receives instructions directly from the Development Counselor or his/her designee.

b. Supervision Exercised:

None

c. Available Guidelines:

Daily briefings on schedule/requirements for the day. Vehicle operators' instructions booklets.

d. Exercise of Judgment:

Determines best routes to take in order to make the best use of time.

e. Authority to Make Commitments:

None.

f. Nature, Level, and Purpose of Contacts:

Delivers oral and written messages to various members of government ministries, private sector and other autonomous organizations and vice versa. Serves as driver for USAID VIP visitors and in this role must be able to communicate in a professional manner to answer questions about Abidjan and Cote d'Ivoire in general. Personal contact with VIPs and important visitors as well as secretaries of important offices in the private, NGO, and government sectors to facilitate carrying out responsibilities.

g. Time Expected to Reach Full Performance Level:

Three Months.

Please refer to 3 FAH-2 H-400 APPENDIX B, "INSTRUCTIONS FOR PREPARING INTERAGENCY FSN POSITION DESCRIPTION" and/or USAID's "Writing FSN Position Description Guidelines" for more information on completing the DS-298.