

# VACANCY ANNOUNCEMENT

## THE USAID MISSION IN SAN SALVADOR



No. 13-016	<b>Chauffeur</b> <b>Position Vacancy</b>	<b>Date:12/17/13</b>
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**OPEN TO:** All Interested Candidates-All Agencies

**POSITION:** Chauffeur (Mission Director), FSN-4

**OPENING DATE:** December 17, 2013

**CLOSING DATE:** December 31, 2013

**WORK HOURS:** Full time; 40 hrs. Workweek

**SALARY:** \*Ordinarily Resident (OR): Position Grade FSN-4. Salary range from \$11,689.00 to \$18,416.00 (Basic Rate + Allowances)

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The Agency for International Development in San Salvador is seeking one (1) individual for the Chauffeur position in the Office of the Director.

### BASIC FUNCTION OF THE POSITION

This position is located in the USAID/Office of the Director and reports directly to the Mission Director or his/her designee. Incumbent provides dedicated driving services to the Mission Director, VIP visitors and Mission personnel in the conduct of official business within the city and surrounding areas and will also transport supplies, equipment, and furnishings as needed. Incumbent also provides expediting services at the airport for passengers arriving and departing through Immigration and Customs and airline check-in counters. The Chauffeur will also provide clerical support to the Executive Office delivering documents or invitations, making photocopies, shredding documents, moving office furniture or other clerical tasks as needed.

A copy of the complete position description listing all duties and responsibilities is attached.

### QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criteria detailed below with specific and comprehensive information supporting each item.

- 1. EDUCATION:** Completion of secondary school. Must have an El Salvador driver's license.
- 2. EXPERIENCE:** A minimum of three years of professional driving experience for medium-size firms or institutions is required.

### 3. LANGUAGE:

Level III (good working knowledge) in English Speaking/Reading is required.  
Level III (good working knowledge) in Spanish Speaking/Reading is required.

4. **KNOWLEDGE:** Knowledge of El Salvador traffic laws is required. Knowledge of traffic patterns throughout the city as well as the locations of various Government of El Salvador ministries/offices, implementing partners and projects is required. Hands-on knowledge of and experience in operating a 4-wheel drive vehicle is also required. Must know how to exercise safety and security procedures in potential situations that could be targets of criminal or terrorist activities. Basic knowledge of auto mechanics is required.

5. **SKILLS AND ABILITIES:** Excellent defensive and evasive driving skills are required as well as strong interpersonal skills. The ability to deal tactfully with passengers is required. The ability to exercise sound judgment in selecting the most appropriate routes at a given time is required. Ability to complete incident reports accurately is required. Must be able to assess the environment and/or emergency situations.

## SELECTION PROCESS

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.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

## TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (DS-0174);  
  
<http://photos.state.gov/libraries/elsavador/231771/PDFs/ds-174.pdf>
2. Candidates must identify the position to which they are applying. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the positions as listed above.

## SUBMIT APPLICATION TO

Executive Office  
USAID/El Salvador  
PER e-mail: [ssvacancies@usaid.gov](mailto:ssvacancies@usaid.gov)

***Due to the volume of responses, individual acknowledgements regarding receipt of applications cannot be made. Only those applicants who are invited for an interview will be notified regarding the status of their applications.***

## DEFINITION

- Ordinarily Resident (OR) – A Foreign National or U.S. citizen who:
- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

## CLOSING DATE FOR THIS POSITION: **December 31, 2013**

The U.S. Mission in San Salvador provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

### MAJOR DUTIES AND RESPONSIBILITIES

### % OF TIME

*Chauffeur to the Mission Director: 75%*

- The incumbent operates a USAID-owned passenger vehicle within San Salvador to provide transportation services primarily to the Mission Director. As time permits, incumbent will provide transportation services to other Mission employees and official TDYers, as instructed.
- Assumes primary responsibility for his/her assigned Mission vehicle. Ensures that the vehicle is clean and properly maintained in order to provide safe transportation services.
- Plans logistics of field trips for the Mission Director and Deputy Mission Director. Researches the destination points and collects pertinent information such as the description of the site, projected travel time, road conditions, etc. Based on personal analysis of the situation, ensures that adequate planning and safety considerations have been factored into trip schedules.
- Ensures that preventive maintenance on the vehicle is performed on a regular basis in coordination with the supervisor and the ICASS Motor Pool supervisor or designee. Reports any malfunctioning of the vehicle immediately to the supervisor and to the ICASS Motor Pool supervisor or designee along with any other problems that may arise. Recommends the change of tires and batteries, as needed, and assists in obtaining quotations for maintenance services.
- Maintains the "daily log of vehicle usage," gas consumption log, and maintenance records for preparation of the quarterly and annual vehicle reports required by USAID/Washington. Ensures that every kilometer of usage is accounted for and that passengers sign for the service.
- Exercises sound judgment in selecting which roads to use and which areas to avoid ensuring the safety of the passengers.
- Maintains a high level of security awareness at all times to ensure that United States Government (USG) property is protected and that the passengers are not endangered. Checks underside of vehicle and under hood before starting engine when vehicle has been left unattended.
- Reports vehicular accidents immediately to the Supervisor and to the Executive Officer in accordance with Mission procedures; completes all required paperwork to document the accident; and ensures that the Police and Insurance Company have all information required to *complete* their investigations/reports.

*Other Related Duties 25%*

- Delivers official correspondence (letters, reports, invitations, etc.) to various offices within San Salvador, such as the Government of El Salvador, other international organizations, private sector and/or implementing partners.
- Transports VIPs from the airport to the USAID Office and/or hotel, as required.
- Transports other USAID/El Salvador employees for official appointments when the ICASS Motor Pool is unable to provide the service.
- Assists the Executive office staff in photocopying, shredding documents, moving office furniture or other clerical tasks as needed.
- Other official duties are assigned.