

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Position Title and Series Code: Chauffeur /1015, PSA-03; FP-BB

Open To: All Interested Candidates - All sources

Vacancy Opening Date: October 17, 2015

Vacancy Closing Date: October 30, 2015

Work Hours: Full-time; 40 hours/week

Salary: Ordinarily Resident (OR): 7, 545, 536 CFA p.a. (Starting salary/ PSA-03)
Not-Ordinarily Resident (NOR): 22,279 USD p.a. (Starting salary/FP-BB)

Basic Function of Position:

Incumbent operates a passenger motor vehicle in accordance with Defense Attaché Office personnel's instructions to transport DAO and/or associated agency personnel and official visitors and/or materials within the city and surrounding area.

Major Duties and Responsibilities:

100%

Reports to the Operations Coordinator daily. Maintains him/herself in a presentable and professional manner at all times. Maintains vehicles in clean and serviceable conditions at all times. Performs daily, weekly and monthly pre and post operation Preventive Maintenance Checks and Services (PMCS). Completes DAO vehicle utilization record logs as required. Reports all vehicle deficiencies to the Operations Coordinator. Coordinate with embassy Motor pool mechanics to corrected all deficiencies identified on DAO vehicles. Drive the Defense Attaché, Operations Coordinator, or other US Government visitors as directed by the Defense Attaché or Operations Coordinator in a safely manner. May deliver materials, documents, letters and/or other correspondence to host government offices and/or other places within the city and/or surrounding areas. May be assigned to go on errands for official DAO mission requirements. May be assigned

any other tasks within the scope of his duties as directed by the Operations Coordinator.

Qualifications Required for Effective Performance:

Education:

Completion of elementary school education required.

Prior Work Experience:

Three years' experience as a chauffeur, of which two years with an international organization is required.

Post Entry Training:

On the job training in safe driving.

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

Level III (Good Working Knowledge) French and Level II (Limited) English is required.

Job Knowledge:

Must be familiar with local traffic laws and area traffic pattern. Knowledge of city locations, for example NGO's, Embassies, Ministries and vendors is essential.

Skills and Abilities:

Must have a local driver's license appropriate to the type of vehicle operated. Ability to drive safely under different (sometimes difficult) road conditions. Ability to perform minor preventive maintenance of vehicles. Ability to keep written log.

Position Elements:

Supervision Received:

Direct supervision by the Operations Coordinator.

Supervision Exercised:

None

Available Guidelines:

DAO Libreville Motor Vehicle Policy.

Department of Defense vehicle operation policies.

Embassy Libreville Motorpool Vehicle Policy.

GSO Motorpool and safety and reporting requirements.

Exercise of Judgment:

Good judgment in planning routes and avoiding accidents.

Authority to Make Commitments:

None.

Nature, Level and Purpose of Contacts:

DAO personnel, Embassy visitors, Government officials, local employees for official use. Operations Coordinator directions. Basic tourist info, restaurants, shops, clubs, official schedules.

Time Expected to Reach Full Performance Level:

6 Months.