

## **INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION**

**Position Title and Series Code:** Chauffeur - PSA 1015

**Open to:** All Interested Candidates - All sources

**Vacancy Opening Date:** June 17, 2016

**Vacancy Closing Date:** June 30, 2016

**Work Hours:** Full-time; 40 hours/week

### **Basic Function of Position:**

Operates a passenger motor vehicle in accordance with dispatcher's instructions to transport embassy and/or associated agency personnel and official visitors within the city and surrounding area.

### **Major Duties and Responsibilities:**

Maintains vehicles in clean and serviceable conditions and performs minor maintenance of a preventive nature. Completes trip tickets or other daily vehicle records. May be assigned to drive the Ambassador, the head of associated Agency or VIP visitors for a portion of the time. May deliver documents. May operate a small bus or carry all on a regular run one or more times a day. May drive pickup or light trucks to deliver materials and equipment.

### **Qualifications Required for Effective Performance:**

#### **Education:**

Elementary school education required

#### **Prior Work Experience:**

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

#### **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 Motorpool Supervisor. Indirect supervision by General Services Assistant (GSA) and General Services Officer (GSO).

**Supervision Exercised:**

None.

**Available Guidelines:**

Embassy Libreville Motorpool Vehicle Policy. GSO Motorpool and safety and reporting requirements.

**Exercise of Judgment:**

Good judgement in planning routes and avoiding accidents.

**Authority to Make Commitments:**

N/A

**Nature, Level and Purpose of Contacts:**

Embassy visitors, Government officials, local employees for official use.

-Dispatcher assignments, Motorpool supervisor,

- Basic tourist info, restaurants, shops, clubs, official schedules.

**Time Expected to reach Full Performance Level:**

6 months