

JOB VACANCY ANNOUNCEMENT

U.S. MISSION - ACCRA



The U.S. Mission in Accra, Ghana is seeking highly motivated and qualified individuals for the position of a **CHAUFFEUR** in the Tamale Sub-Office of the Regional Executive Office (REXO) of USAID/West Africa. The primary purpose of the position is to chauffeur USAID personnel and Temporary Duty (TDY) visitors within Northern Ghana and surrounding area. Incumbent undertakes various errands throughout the city, including delivering invitations, other correspondence to government ministries and autonomous organizations.

Education & Prior Work Experience: Completion of elementary school plus 3 years of chauffeur experience are required.

For full requirements and position description, please log on to

<http://ghana.usembassy.gov/jobopportunities.html>

or

<http://transition.usaid.gov/westafrica/employment/index.htm>

Salary Range: GH¢7,347.00 – GH¢11,021.00 p.a. (depending on qualification and experience)

SUBMIT APPLICATION TO:

Human Resources Office
Through the Mailroom, Chancery
American Embassy, Accra
P.O. Box GP194, Accra or
by Email AccraHRO@state.gov

POINT OF CONTACT

Telephone: 0302-741000
Email: AccraHRO@state.gov

When submitting your application via email, please start the subject line with the position title.

CLOSING DATE: May 9, 2013

Please note that only short-listed applicants will be contacted.

USAID/West Africa anticipates awarding two (2) Personal Service Contracts (PSC) regarding this announcement. Please note that this does not constitute any guarantee that a PSC will be awarded as result of this announcement.

POSITION DESCRIPTION
CHAUFFEUR

BASIC FUNCTIONS OF POSITION

The incumbent chauffeurs USAID personnel and Temporary Duty (TDY) visitors within Northern Ghana and surrounding area. Incumbent undertakes various errands throughout the city, including delivering invitations and other correspondence to government ministries, autonomous organizations, etc. Performs first-line repairs, e.g. changing tires, checking batteries, adding liquids etc. Records daily mileage, gas consumption, repairs and maintenance of vehicle. Assures vehicle has spare parts for in-country travel.

MAJOR DUTIES AND RESPONSIBILITIES

Picks up passengers of personnel for appointment and social occasions through the city.

May drive passengers in-country to project sites within Ghana.

Undertakes various errands throughout the city i.e. delivers invitations, letters, etc., to diplomatic missions, government ministries, NGO/PVOs.

Performs first-line repairs needed, e.g. changing tires, checking batteries, adding liquids.

Records daily mileage, gas consumption, repairs and maintenance on vehicles.

Performs any other duties that may be assigned from time to time.

REQUIRED QUALIFICATIONS/SELECTION CRITERIA

- a. **Education:** Completion of elementary school is required.
- b. **Prior Work Experience:** 3 years of chauffeur experience.
- c. **Post Entry Training:** Defensive driving and eye tests as provided by regulations.
- d. **Language Proficiency:** List both English and host country language(s) proficiency requirements by level II, III and specialization (sp/read): Level 3 English language proficiency is required.
- e. **Job Knowledge:** Must be familiar with local and area traffic patterns. Must be able to perform first line maintenance/repairs.
- f. **Skills and Abilities:** Must have a valid drivers' license for automobile. Must be a safe driver of vehicles.