



Embassy of the United States of America

Guatemala City, Guatemala

May 17, 2011

**VACANCY ANNOUNCEMENT
11-016**

OPEN TO: All FSN Employees
POSITION: Driver for USAID Mission Director
FSN-4
OPENING DATE: May 24, 2011
CLOSING DATE: June 7, 2011
WORK HOURS: Full-time; 45 hours/week
SALARY: Position Grade: FSN-4

The U.S. Agency for International Development (USAID) is seeking an individual for the position of **Driver to the Mission Director**. This position is based in the Motor Pool Unit of the Executive Office.

BASIC FUNCTION OF POSITION

As a member of the Motor Pool Unit within the USAID/Guatemala Executive Office, incumbent is responsible for driving official vehicles, as assigned to support the Mission Director or Acting Mission Director in support of USAID/Guatemala's development programs. When time permits, incumbent will provide related duties in the Motor Pool Unit.

A copy of the complete position description listing all duties and responsibilities is available in the USAID Human Resources Office, telephone 2422-4128.

QUALIFICATIONS REQUIRED

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

1. Completion of Secondary school and professional driver's training are required.
2. A minimum of three years of professional driving experience for medium-sized firms or institutions is required. At least one year's prior experience with a U.S. Government Agency or international organization is desirable.
3. Level I (rudimentary knowledge) speaking/writing English is required. Level III Spanish (good working knowledge) required

4. Incumbent must possess and retain throughout the entire period of employment a valid Type “A” local driver’s license. Except for the occasional ‘fender bender’, the incumbent is expected to possess and retain a clean driving record. Rescission of this driver’s license by GoG authorities at any time during the employment period will be grounds for immediate termination. Excellent defensive driving skills and strong interpersonal skills are required. The ability to deal tactfully with passengers and other drivers in order to defuse and resolve difficult and potentially volatile situations that may arise during travel is required. Ability to exercise sound judgment in selecting the most appropriate routes at a given time is required as well as to complete incident reports accurately.
5. Incumbent must be familiar with Guatemalan traffic laws and area traffic patterns, basic first aid and vehicle property use guidelines. Must be fully knowledgeable of city streets, neighborhoods, and highways associated with USAID partners, counterparts and projects in order to identify safe and efficient traffic routes. Must develop a general, basic knowledge of USAID programs in order to best serve Mission staff and visitors. Must know how to exercise safety and security procedures in various potential situations that may be encountered in transporting passengers that could be targets of criminal or terrorist action. Basic knowledge of auto mechanics is also required.
6. Incumbent must be in excellent health condition, must have good vision, and must be able to work in different shifts and to adapt to changing work schedules.

TO APPLY

Interested candidates for this position must submit the following documents for consideration of the application:

1. Cover memo requesting the position, an updated version of the Application of Employment (DS-174) which can be accessed at: <http://www.usaid.gov/gt/employment.htm>.
2. Any other documentation (e.g., photocopy of ID Card [*cédula de vecindad*]/DPI, driving license type “A,” essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO:

USAID Human Resources Office
Attention: Mariela Jerez
USAID/Guatemala
Km.6.5 Final Boulevard Los Próceres

or E-mail address:
Guatemalavacancies@usaid.gov

Applications without all of the documents described above will not be considered.

CLOSING DATE FOR THIS POSITION: JUNE 7, 2011

The U.S. Mission in Guatemala 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.