



*Embassy of the United States of America*

Guatemala City, Guatemala

July 12, 2011

**VACANCY ANNOUNCEMENT**

**OPEN TO:** All interested candidates  
(Guatemalan citizens/Foreign Service Nationals)

**POSITION:** Driver for USAID Mission  
FSN-3

**OPENING DATE:** July 15, 2011

**CLOSING DATE:** July 29, 2011

**WORK HOURS:** Full-time; 45 hours/week

**SALARY:** Position Grade: FSN-3

The U.S. Agency for International Development (USAID) is seeking an individual for the position of **Driver**. 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 to transport passengers to official sites within the city limits and in the field.

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 is required.
2. A minimum of five years of driving experience with medium-sized firms/institutions is required.
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 Government of Guatemala (GoG) authorities at any time during the employment period will be grounds for immediate termination. 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  
Reference: Driver FSN-03  
USAID/Guatemala  
Km.6.5 Final Boulevard Los Próceres

or E-mail address:  
[Guatemalavacancies@usaid.gov](mailto:Guatemalavacancies@usaid.gov)

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

**CLOSING DATE FOR THIS POSITION: JULY 26, 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.