

EMBASSY OF THE UNITED STATES OF AMERICA

CONAKRY - GUINEA

VACANCY ANNOUNCEMENT

Richard Roesing, Management Officer

ANNOUNCEMENT NUMBER: 2015-018

OPEN TO: ALL INTERESTED CANDIDATES/ALL SOURCES

POSITION: CHAUFFEUR CLERK, FSN-04*; FP-AA*

TYPE OF HIRE: TEMPORARY

OPENING DATE: March 09, 2015

CLOSING DATE: March 23, 2015

WORK HOURS: FULL-TIME; 48 HOURS/WEEK

SALARY: *ORDINARILY RESIDENT: 46,107,955 FG P.A.
(STARTING SALARY) (POSITION GRADE: FSN-4)

*IF CANDIDATE IS A "NOR" CANDIDATE OR "AEFM" CANDIDATE,
PLEASE CONTACT HR FOR ADDITIONAL INFORMATION ON
COMPENSATION

ALL ORDINARILY RESIDENT (OR) APPLICANTS (*See Appendix A*) MUST HAVE THE REQUIRED
WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

Only complete application: filled DS-174 + documentation (Education and Work including
start and end dates, certificates, trainings, awards, driver's license) that address the
qualification requirements of the position will be **considered for screening**.

**APPLICATIONS CAN EITHER BE BROUGHT TO THE U.S. EMBASSY'S MAIN ENTRANCE
OR BE SENT TO ConakryHR@state.gov.**

THERE IS NO FEE WHATSOEVER TO SUBMIT AN APPLICATION.

CONTACT THE HUMAN RESOURCES OFFICE AT EXT 4298/4458 FOR ANY PROBLEM
ENCOUNTERED WHEN DROPPING OFF YOUR APPLICATION.

**PLEASE NOTE THAT DUE TO THE HIGH NUMBER OF APPLICATIONS;
ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED.**

1. BASIC FUNCTION OF POSITION

Provides chauffeur services and administrative support to the CDC Guinea office.

2. MAJOR DUTIES AND RESPONSIBILITIES

Chauffeur responsibilities (70%)

The incumbent transports CDC Guinea employees, authorized agency staff and designated personnel within the city of N'zérékoré and surrounding areas including across border travel. Duties include delivery/pick up of documents, cargo and other official errands. The incumbent provides regular pick-up and distribution of bi-directional written communications and mail/package correspondence. The position is responsible for ensuring all aspects of motor pool and vehicle operations are conducted consistent with HHS/CDC motor pool/fleet operations policies and guidelines. Assures that all vehicle registration and insurance is up-to-date.

Clerical responsibilities (15%)

The incumbent completes ongoing vehicle use documentation forms and maintenance records. This includes weekly reports as required by regulation for oversight of use and maintenance of vehicles including daily trips log and vehicle maintenance records. Duties include support to CDC Guinea's administrative activities providing basic clerical support coordinated by the Administrative Assistant position.

Equipment management (10%)

The incumbent is responsible for ensuring upkeep and maintenance of CDC vehicles including inventory, related equipment and supplies. Ensures appropriate preventive maintenance of CDC vehicle(s) and daily vehicle inspections for damage ensuring equipment is safe to operate. The incumbent supports management of all inventoried equipment of the CDC Guinea office coordinated by the Administrative Assistant position.

Other duties as assigned (5%)

QUALIFICATIONS REQUIRED

a. Education

Completion of secondary school required.

b. Prior Work Experience

Three years' experience including driver, dispatcher, clerical and/or other transportation-related experience is required. Basic mechanic and automotive maintenance knowledge is required.

c. Post Entry Training

Completion of safe driver's training courses to ensure safety and security of passengers. On-the-job mandatory training(s) required by HHS/CDC and DOS, including basic administrative skills courses as required.

d. Language Proficiency: Level III (Good Working Knowledge) in written and spoken English and French.

e. Job Knowledge

Must have a good understanding of safety practices and automotive operation, including automatic transmission, power steering, minor repairs, fuel injection, anti-lock braking systems (ABS) and 4-wheel drive systems.

Must have expert knowledge of local traffic laws and traffic patterns, including alternate routes within and outside of Guinea. Ability to read and understand road maps, knowledge of locations of partners, NGOs etc. offices. Must be experienced in driving on major national roads. Must possess basic mechanic knowledge in order to address minor problems that may occur when vehicle is in the field. Some general knowledge of CDC/Guinea objectives and programs, history and culture. Must be aware of proper protocol for entering/exiting passengers from the vehicle and keep updated on HHS/CDC and DOS Fleet Management regulations and policies.

Must have basic understanding of general administrative duties and general office tasks. Basic knowledge of office administrative support and clerical functions. Familiarity with the basics of English and French grammar, spelling, punctuation to assure appropriate office written communication.

f. Skills and Abilities

Skills associated with the operation of motor vehicles to transport passengers, including safety procedures and familiarity with vehicle maintenance and upkeep. Must know how to manage time to accomplish all assigned duties. Must be aware of proper protocol and customer service. Ability to plan routes to specific locations and to properly estimate time required to reach the locations. Ability to perform basic clerical and office functions. Basic computer skills. Skills associated with the operation of motor vehicles to transport passengers or cargo, including safety procedures. Basic fundamentals of how to avoid hazards of the road. Ability to ensure that proper protocol of entering/exiting passengers to/from vehicles is observed. Basic oral communication skills for the purpose of understanding and exchanging information in English and French. Ability to use sound judgment. Ability to identify and safeguard confidential matters discussed by others during the performance of duties or when in transit.

SELECTION PROCESS:

When equally qualified, Appointment Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and visa status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

3. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment days.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar day of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. AEFMs must have a minimum of 8 months remaining at post to qualify for consideration.
6. The candidate must be able to obtain and hold medical and security clearances

TO APPLY:

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

1. Universal Application for Employment as Locally Employed Staff Family Member (DS-174) which is available at http://Conakry.usembassy.gov/job_opportunities.html or at the U.S Embassy's main entrance; **plus**
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); **plus**
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

SUBMIT APPLICATION TO

Human Resources Office - ConakryHR@state.gov or at the U.S Embassy's main entrance

Attention: Management Officer
P.O. Box 603
Transversale N0.2
Centre Administratif de Koloma
Commune de Ratoma
Conakry, République de Guinée

POINT OF CONTACT

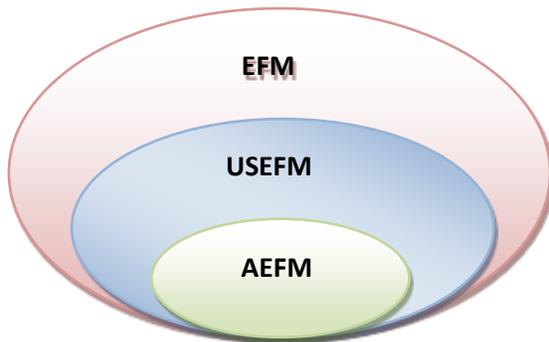
Telephone: 655 10 40 00 FAX: 224 -655 10 42 97

CLOSING DATE FOR THIS POSITION: March 23, 2015

The U.S. Mission in Conakry 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. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

**Appendix A
DEFINITIONS**



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.- citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));

- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM)**: For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad ; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM)**: EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- **Is** listed on the travel orders **or approved Form [OF-126](#), Foreign Service Residence and Dependency Report**, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed **service** member who is permanently assigned to or stationed abroad at a U.S. mission, and who is under chief of mission authority; and
- **Is** residing at the sponsoring employee's post of assignment abroad or, as appropriate.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References