

Vacancy Announcement

for U.S. Embassy, Baghdad

ANNOUNCEMENT NUMBER: TCN 11-8

OPEN TO: Third Country Nationals Only

POSITION: Chauffeur; FSN-3

OPENING DATE: January 9th, 2011

CLOSING DATE: January 22nd, 2011

WORK HOURS: Full-time; 40 hours/week

SALARY: \$13,040 per annum (Plus 35% Differential of basic salary; 15% of basic salary for Unique Conditions of Work Allowance) **Paid in US Dollars.**

LENGTH OF HIRE: 1 - 5 years (1 year with 4 optional years)

U.S. Embassy in Baghdad is seeking an individual for the position of Chauffeur in the General Services Office of U.S. Embassy Baghdad.

BASIC FUNCTION OF POSITION

The primary purpose of this Position is to provide support by driving, transporting and loading and unloading baggage, supplies and other miscellaneous duties as required to over 1,500 clients. Incumbent is responsible for the safe transport of passengers and/or cargo within the International Zone. Area of responsibility for driving could be expanded or further restricted per security considerations. Incumbent provides driver support 24 hours a day, seven days a week. Work hours are based on a 40-hour work-week; chauffeurs must be prepared to work substantial overtime.

The Universal Application Form, TCN program benefits and FAQs can be found at:

http://iraq.usembassy.gov/hr_tens.html

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and

comprehensive information supporting each item.

1. Completion of secondary education up to the 10th grade is required.
2. Prior work experience of no less than two years of professional driving experience is required.
3. Language requirements include strong ability in speaking and reading English (level 2) and fluency in Arabic (level 4).
4. Thorough knowledge in the operation of light duty passenger and/or cargo vehicles, either gasoline or diesel to include automatic and standard (manual) shift transmissions. Must have knowledge in passenger safety, including the use of passenger seatbelts and safe driving.
5. Other requirements include: possession of a valid driver's license from home country; skills in defensive driving techniques and recognizing developing hazardous road and traffic conditions including having good judgment to adjust driving methods to the practices of surrounding traffic; skilled in customer service methods and practices (based on past experience and recommendations); basic office technology skills such as computer, phone, scanner, printer and photocopier use.

SELECTION PROCESS

It is essential that candidates address the required qualifications above in the application to meet the required qualifications.

TO APPLY

Applicants for this position must submit the following information:

1. Universal Application for Employment DS-174, as a Third Country National (TCN);
2. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION MATERIALS TO THE FOLLOWING EMAIL ADDRESS:

TCNISUAmman@state.gov

FOR INQUIRIES PLEASE EMAIL: TCNISUAmman@state.gov

POINT OF CONTACT

Telephone: (962) (6) 590-6832 / 590-6828

FAX: (962) (6) 5906869

CLOSING DATE FOR THIS Vacancy Announcement: January 22nd, 2011

The U.S. Mission in Baghdad 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.

Approved: AMEveritt ISU/HRO

Cleared: DMcmanus GSO/Motorpool Officer

Drafted: WIFallas ISU/HR

Appendix A

DEFINITION

A third-country national (TCN) is an individual who meets the following criteria.

- (1) Is neither a citizen of the United States nor of the country to which assigned for duty.
- (2) If employed, is eligible for return travel to the TCN's home country or country from which recruited at U.S. Government expense.
- (3) Is on a limited appointment for a specific period of time.
- (4) Encumbers a direct-hire, personal service agreement (PSA) FSN position covered under the TCN local compensation plan. Such an employee normally is recruited from outside the host country and relocated from the point of recruitment to the host country. The return travel obligation assumed by the U.S. Government may have been the obligation of another employer in the area of assignment if the employee has been in substantially continuous employment which provided for the TCN's return to home country or country from which recruited.

Hired TCN Staff are considered separate from the Locally Employed Staff (LES) because they have separate Local Compensation Plan and nationalities. Candidates are expected to be employed at the U.S. Mission in Iraq from one to five years.

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information which equates to the information found on the DS-174.

Failure to submit the required information may result in the applicant not being considered for the vacancy.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (see top of page)
- 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. Permanent U.S. Resident (Yes or No; if YES, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
- J. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class/Type
- K. Days available to work
- L. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- M. Education
- N. License, Skills, Training, Membership, & Recognition
- O. Language Skills
- P. Work Experience
- Q. References

Chauffeur Capsule Position Description FSN - 3

The incumbent drives numerous types of vehicles in an extremely high security threat environment to include light-duty fully-armored, light-armored, and unarmored passenger and/or cargo vehicles. These vehicles may include: sedans, mini-buses, utility trucks, passenger vehicles, all terrain vehicles (“Gators”), vans, etc. The incumbent must also operate golf carts to transport passengers or cargo for multiple purposes such as regular scheduled runs, specific assignments, and various assorted requests. The incumbent must perform or oversee the loading and unloading of vehicles. Additionally, the employee must ensure that any and all passengers are adhering to U.S Government laws of motor vehicle safety by using all safety practices and procedures. The driver must be able to evaluate road situations and execute maneuvers appropriately. The incumbent is expected to be knowledgeable on common locations out of the Embassy compound. Furthermore, the employee may be responsible for the basic condition of the vehicle, to include cleanliness, as well as some dispatching duties and record keeping.