

VACANCY ANNOUNCEMENT

SOLICITATION NUMBER: USAID/Jordan-EXO-11-008

OPEN TO: All Interested Current Employees of the Mission

POSITION: Mission Director Chauffeur
Executive Office

OPENING DATE: October 06, 2011

CLOSING DATE: October 19, 2011

WORK HOURS: 48 hours/week

SALARY: JD8,117 – JD13,395
Position Grade Level 05

PLACE OF PERFORMANCE: Amman, Jordan

USAID/Jordan has an immediate vacancy for Mission Director Chauffeur in the Executive Office (EXO). This is a Personal Services Contract (PSC) position, grade FSN-05. The work schedule is 48 hours per week. The salary level of the selected candidate will be determined based on meeting the required qualifications and documented previous salary history. Applicants who do not meet the minimum number of years of experience may be considered only after it is determined that there are no qualified candidates. Should such an applicant be chosen for the position, the starting salary will be set at a trainee level. Trainee-level appointments will require the employee to work for a certain period of time before the employee is eligible for the FSN-05 level.

Basic Function:

The incumbent is one of two employees who serve as the Driver for the USAID Mission Director on alternating shifts. The incumbent works under the supervision of the Mission Director and the Mission Director's Executive Assistant for scheduling and reports to the Executive Office for all other responsibilities.

Major Responsibilities:

As one of the USAID Mission Director's Drivers, the incumbent drives passenger vehicles to transport the USAID Mission Director; currently the Mission Director's vehicle is a fully armored vehicle. S/he operates the armored vehicle to drive the Mission Director or VIP visitors within the city and surrounding areas and also on field trips.

The incumbent is responsible for the safety of the USAID Mission Director and VIP visitors, and plays a vital role in the security of the incumbent by practicing security measures, such as, varying routes and time of travel in coordination with the Mission Director's schedule. The incumbent will inspect new sites in advance in consideration of safety, security, congestion, and detours. S/he coordinates and discusses the Mission Director's schedule with the Mission Director's Executive Assistant and, as needed, with the Regional Security Office team.

S/he inspects the vehicle regularly to search for suspicious objects and to ensure that special security equipment is functioning properly. The incumbent listens to daily news for security related events such as road blocks and demonstrations and reports such incidents immediately to supervisor, Executive Office or Regional Security Office as appropriate.

The incumbent maintains assigned vehicle by conducting daily checks of items such as; engine oil level, battery and radiator water level, and tire pressure. The incumbent reports to the Mechanic Foreman or Motor Pool Supervisor and Executive Office as soon as possible all faults, mechanical or otherwise, that are noticed while driving a vehicle. Such faults including inoperative horn, faulty windshield wipers, failure of engine to idle properly, slipping clutch, fading or erratic brakes, burned out lights, loose electrical connections, slow tire leaks, difficulty in starting, low or dead battery, rough or irregular function of the engine or engine knock, noisy transmission or differential, and leaking oil seals. The incumbent performs minor preventative maintenance and minor repairs on field trips as necessary.

The incumbent dusts and sweeps assigned vehicles to enhance and maintain vehicle appearance.

The incumbent conducts a daily review of the exterior and documents all damage, including dings, nicks, dents, and scratches and informs the Executive Office. The incumbent informs the Executive Office quarterly on the condition of the window armor.

The incumbent makes recommendations to the Executive Office for replacement of such expendable items as floor mats, air fresheners, polish, and umbrellas. The incumbent ensures USAID documentation/signs in the vehicles are up-to-date. The incumbent ensures non U.S. Government employees sign the Agreement of Indemnification prior to riding in a U.S. Government vehicle and submits signed documentation to the Executive Office.

The incumbent maintains and submits records for use of the Director's vehicle and submits requests for overtime in advance. The incumbent maintains a vehicle maintenance log and gasoline usage log.

The incumbent delivers and picks-up messages, invitations, letters, agreements and other documents to/from government and commercial offices, usually when expeditious delivery or confirmation of delivery is required.

The incumbent may provide guide services to VIP visitors, pointing out and describing places of historical, cultural, or special interest. S/he may provide information in response to visitors and inquiries, utilizing personal knowledge of USAID and the U.S. Mission. The incumbent observes appropriate courtesy and protocol while transporting passengers, which includes assisting passengers in entering or exiting the vehicle.

The incumbent may present driving security briefings to USAID staff (U.S. and Jordanian).

The incumbent serves as an expeditor for the Mission Director and VIP visitors.

The incumbent drives pooled vehicles, including utility pick-up trucks, to transport passengers and cargo when not required to drive for the USAID Mission Director.

The incumbent facilitates access to the Embassy during large social and/or official functions that involve VIPs, Ambassador, Deputy Chief of Mission DCM, and the Mission Director.

The incumbent assists the Property Management Supervisor with the following when Mission Director's schedule permits:

- Assists USAID Correspondence and Records section with photocopies and printing.
- Cleans equipment such as radios, cell phones, computers, keyboards, and UPSs.
- Arranges the conference rooms for events.
- Assists to deliver official packages from Front Gate and loads/unloads supplies during training/conferences.
- Makes purchases using petty cash as instructed by the procurement agent.
- Provides logistical support for trainings/conferences outside the office.
- Services small office equipment such as shredding machines in USAID offices.
- Routes inner office mail and performs other administrative duties, such as reconciliation of cellular and office phone bills.

Minimum Qualification Criteria:

In order to qualify for the position above, the applicant must meet all of the following criteria, clearly demonstrated in the curriculum vitae (CV) or cover letter. Applicants must address each criterion with specific and comprehensive information supporting each item. If the application submitted fails to demonstrate eligibility, the application will be marked unqualified. It is the responsibility of the applicant to provide all pertinent information. All documents written in Arabic must be translated into English, and both the Arabic and English documents submitted.

Qualification Criteria:

1. Completion of secondary school required.
Supporting documentation (i.e., secondary school certificate) must be included in the application for eligibility purposes.
2. Three years driving experience is required. At least one year of driving experience for an international organization, diplomatic mission, or foreign donor is required.
3. Level II English and IV Arabic skills are required. Demonstrated limited knowledge of both written and spoken English and good working knowledge of both written and spoken Arabic is required. Must have the ability to understand and carry out verbal instructions of a repetitive nature, and prepare simple forms or reports.

1. Skills & Abilities:

- a) Must have demonstrated ability to work under pressure, prioritize assignments, and exercise good judgment at all times.
- b) Must have demonstrated ability to handle sensitive information and exercise discretion given the high level of responsibility and trust.
- c) Must be able to follow written and oral instructions precisely.
- d) Must have demonstrated ability to perform routine vehicle maintenance tasks.
- e) Must be physically fit to carry luggage and equipment and able to remain standing for long periods of time.
- f) Must have comprehensive knowledge of traffic laws, regulations, traffic patterns, alternate routes, and most expeditious routes within Jordan.

- g) Must possess a valid driver's license for Jordan, level 4 minimum with no accidents of consequence. A level 5 is preferred.
- h) Must have demonstrated proficiency in driving 4 Wheel Drive and fully armored vehicles.

Selection Process:

Applications will be initially screened for eligibility in accordance with the qualification criteria above. Applicants must address each criterion in their application in order to meet the minimum qualifications for this position. Top-ranked candidates who meet the minimum qualification criteria will be given an English test. Applicants with passing marks will be given a technical test. The technical test will be on any of the criteria previously mentioned and top-ranked applicants with passing marks will be invited for an interview. Testing and interview will be conducted in Amman, Jordan. USAID will screen for nepotism/conflict of interest in determining successful candidacy. Employees must have completed 52 weeks of employment in their current position before being eligible to apply. Interested applicants for this position should submit the below listed forms electronically to: Email: usaidemployment@state.gov

- A. Complete Universal Application for Employment (DS-0174); plus
- B. A current resume or curriculum vitae; plus
- C. Any other documentation (e.g., certificates, awards, copies of degrees earned) that address the qualification criteria of the position as listed above. All documentation must be translated into English.

Note: Application forms can be accessed from the Embassy web site:
http://jordan.usembassy.gov/job_opportunities.html

Point of Contact:

Point of Contact: Questions may be directed to the Human Resources office, USAID/Jordan, Tel: 5906000 ext. 6605/6673.