ANNOUNCEMENT NO: VA-13-01

OPEN TO: All qualified South Sudanese National only.
Current mission employees serving a probationary period are not eligible to apply.
POSITION: Chauffeurs(Upto 8 Chauffeurs)
OPENING DATE: WEDNESDAY, January 23, 2013.
CLOSING DATE: FRIDAY, February 08, 2013- max. 4:30 p.m.
WORK HOURS: Full-time; 48 hours/week
POSITION GRADE: FSN-4 (However the selected candidates will be hired at **FSN-3** level and subject to satisfactory performance, the incumbent will be promoted to FSN-4 upon completion of 52 weeks in **FSN-3**.

The United States Agency for International Development (USAID) Juba, South Sudan is seeking applications for the position of Chauffeurs in the Executive Office.

JOB SUMMARY:

Operates a motor vehicle to transport passengers including VIP visitors. Incumbent receives daily directions from the Mission and is directly supervised by the Motor pool Supervisor or his/her designee. Transport is provided not only from home/office/home but other trips as required.

BASIC FUNCTIONS:

- Drives U.S. Mission employees, VIP, TDYERS, and provides guide services to VIPS, visitors.
- Maintains he vehicle clean and in serviceable condition on a daily basis.
- Maintains trip sheets and other vehicle records as per the requirements.
- Any other duties maybe assigned by the supervisors.

QUALIFICATIONS REQUIRED:

EDUCATION (20): Successful completion of Secondary School required.

EXPERIENCE (20): Minimum of 5-7 years of previous experience with an international organization required.

LANGUAGE (20): Level III in English and Level IV in local language written and oral are required.

KNOWLEDGE, SKILLS AND ABILITIES (40): Must have knowledge of Juba and neighboring States roads. Must have valid driver license applicable to all types and sizes of vehicles. Must have the ability to follow instructions and be reliable in attendance and performance. Must be able to follow defensive driving techniques. Should have excellent inter-personal skills. Should be polite in conversations with the customers.

HOW TO APPLY

Applicants are required to submit a cover letter of interest, which clearly describes individual's qualifications for this position, and send the required documents to: **Jubahrmp01@usaid.gov.** OR Deliver one copy to: USAID/South Sudan, Juba. Applications Box is outside US Embassy Entrance. The DS 174 form is available on US Embassy web site: http://southsudan.usembassy.gov/job_vacancies.html

The successful applicant must be able to obtain and retain the required USAID medical and security clearances. Applicants who do not provide the required documents stated above and below shall not be considered. Closing date for submission of applications is February 8, 2013, (16:30 hrs. Juba, South Sudan time). Please note that only short listed candidates will be contacted for an interview.

Required Documents:

1. Cover Letter of Interest (including vacancy # of the position)
2. An up-to-date Resume/C.V
3. USAID Application Form (to be filled out completely)

Note:

1. Only short-listed candidates will be notified.
2. Applications submission without the required USAID Employment Forms
   and supporting documents will not be considered.
3. No in-person appointments or telephone calls will be entertained.
4. In-house candidates must apply through their supervisors.

USAID IS AN EQUAL OPPORTUNITY EMPLOYER
ALL ETHNIC GROUPS AND BOTH
GENDERS ARE URGED TO APPLY