

## **POSITION VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NO:** 36/2014  
**OPENING DATE:** 07/29/2014  
**CLOSING DATE:** 08/15/2014  
**POSITION TITLE:** CHAUFFEUR, FSN-3  
**WHO MAY APPLY:** ALL HOST COUNTRY NATIONALS  
**OFFICE:** USAID/Central Asian Republics (USAID/CAR), Almaty, Kazakhstan

**MAJOR DUTIES:** Under the direct supervision of the Motor Pool Supervisor, the incumbent:

1) drives of official vehicle using the optimal routes, follows security measures in using alternate routes and, at all times, is in compliance with local driving laws; 2) serves as special messenger in delivering documents and invitations or in carrying out various important errands for the official to whom assigned; 3) maintains daily vehicle log, noting each segment of driving and vehicle condition; 4) keeps vehicle clean (inside and out, as weather permits) and in serviceable condition; 5) performs minor preventative maintenance; 6) may be called on duty outside of regular work schedule as needed; 7) may drive USG vehicles within Central Asia Region; 8) other duties as assigned.

### **MINIMUM QUALIFICATIONS/SELECTION CRITERIA:**

**- Education, skills and experience (70%):** Completion of secondary school. Driving License category B, C. Driving license category D and experience in driving truck is highly desirable. Minimum five years of accident free chauffeur experience. Experience with an international organization is preferred. Ability to use communication facilities (cell phone, portable radio transmitter). Knowledge of city and suburb routes as well as main routes within Kazakhstan and ability to read road map.

**- Teamwork/Interpersonal and Communication Skills (20%):** Excellent communication and interpersonal skills. Candidate must be highly organized, be strongly customer service oriented, able to work under pressure.

**- Language skills (10%):** Level II English (Limited Knowledge) is required so that requests can be understood as well as being able to communicate clearly to clients concerning vehicle arrangements.

**TO APPLY:** The successful applicant must fully meet the minimum qualification requirements. Qualified individuals are requested to submit a cover letter and curriculum vitae addressing each selection criterion detailed above with specific and comprehensive information supporting each item; and names, contact numbers, and addresses of three professional references. Candidates for trainee levels and applications on file may be considered. Packages should be received at the Executive Office (EXO) USAID/CAR, 41, Kazibek Bi St., Almaty 050010, Kazakhstan; Tel: (7-727) 2507612/17; Fax: (7-727) 2507634/35/36; E-mail: [almaexo\\_hr@usaid.gov](mailto:almaexo_hr@usaid.gov) by COB Friday, August 15, 2014. A copy of the Position Description is available in EXO/Personnel (ext.6353).

USAID/CAR reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference check pending communication with the applicant.