

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 15-44

OPEN TO: All Interested Candidates
POSITION: **Motor Pool Supervisor, FSN-07**
OPENING DATE: December 8, 2015
CLOSING DATE: December 25, 2015
WORK HOURS: Full-time; 40 hours/week
SALARY: Actual salary will be based on the qualifications of the applicant.

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

The U.S. Embassy in Vientiane is seeking an individual for the position of **Motor Pool Supervisor** in the General Services Office, Management Section.

BASIC FUNCTION OF POSITION

He/she serves as Locally Employed Staff supervisor of the Embassy motor pool unit. Incumbent is responsible for overall motor pool management, operation, and reporting. Plans and directs day-to-day operations of the motor pool by scheduling driving assignments to meet the needs of post personnel.

He/she inspects vehicles to insure that they are properly repaired and maintained. Monitors the repair work performed by contractors to insure repairs have been carried out properly; reviews charges for accuracy prior to recommending payment for services. He/she ensures that repairs or maintenance are not performed on vehicles/motorcycles before receiving express written authorization by American supervisors. Requests price quotations from dealerships before any work is performed.

Supervises and provides supports for chauffeurs. Determines work schedules, prioritizes requests for service; rates subordinates performance and recommends appropriate personnel actions; trains new employees. He/she creates overtime and travel schedule of drivers only with the approval of the American supervisors in charge of motor pool first.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

Education: Completion of at least high school or equivalent.

Prior Work Experience: Three to five years experience working with motor vehicles (scheduling, maintaining and/or driving) and one year in supervisory level (including serving in a "team leader" type of position).

Language Proficiency: Native Speaker Lao and Level III (good working) English required (speaking and reading)

Knowledge: Knowledge and understanding of Department of State transportation regulations, Foreign Affairs Manual, Volume 6 and its accompany handbook and changes by cable. Should possess knowledge of trade practices and trends in the automotive maintenance field.

Skills and abilities: Skills required to use computers and general office equipment. Must be able to communicate effectively in English and Lao; should possess good telephone skills.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

1. Current employees serving a probation period are not eligible to apply.
2. Current Ordinary Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
3. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) schedule.
5. The candidate must be able to obtain and hold a security clearance.

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 or Family Member (DS-174); Download the form at: http://laos.usembassy.gov/job_opportunities.html; **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE; **or**
3. A combination of both; i.e. Sections 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
American Embassy
Thadeua Road, Somvang Tai Village
PO Box 114, Vientiane, Laos
(Hardcopy or e-mail attachments are accepted)
E-mail: VientianeHRO@state.gov

POINT OF CONTACT

Telephone: 856-21-487000
Fax: 856-21-488002

CLOSING DATE FOR THIS POSITION: DECEMBER 25, 2015

The U.S. Mission in Vientiane 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 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.