

U.S. Embassy Rabat ✧ Human Resources Office
Vacancy Announcement
CHAUFFEUR (RABAT)
Announcement Number: 11-13

OPEN TO: ALL INTERESTED CANDIDATES
POSITION: CHAUFFEUR, FSNB-03, FP-BB*
OPENING DATE: Friday, April 1, 2011
CLOSING DATE: Friday, April 15, 2011
WORK HOURS: Full-time, 48 hours/week
SALARY: *Not-Ordinarily Resident: \$21,840 p.a. (Starting Salary based on 48 hours)
(Position Grade: FP-BB following confirmation by Washington)

*Ordinarily Resident: Gross Salary DH106,431 p.a. (Starting Salary based on 48 hours including allowances, competitive bonus and benefits package)
(Position Grade: FSNB-03)

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

The U.S. Embassy in Rabat is seeking an individual for the position of Chauffeur.

BASIC FUNCTION OF POSITION: The incumbent operates a motor vehicle within Rabat and throughout Morocco to provide transportation services to mission employees and visitors, including Very Important Persons (VIPs), assumes responsibility of assigned mission vehicle; ensures that the vehicle is properly maintained in order to provide safe transportation services to passengers; maintains vehicles in clean condition; performs minor maintenance of preventative nature including checking oil, water, brakes, lights, battery, tires, windshield wipers, etc. prior to each trip, completes trip tickets or other daily vehicle records.

QUALIFICATIONS REQUIRED

NOTE: *All applicants **must** meet all qualifications and provide supporting documentation for each criterion below*

Education: Completion of middle school is required.

Experience: Must be 25-years old, have been driving with a license for five years and have two years of driving experience as a chauffeur.

Language: Level II (limited knowledge) speaking/reading/writing English, French and Arabic is required.

Knowledge:

--Must be familiar with Moroccan traffic laws and local traffic patterns.

--Must have basic computer literacy.

Abilities and Skills:

--Driver Licenses "B" and "D" are required.

--Good health, vision, and hearing are required.

SELECTION PROCESS

When equally qualified, US Citizen EFM's and US Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current Ordinarily 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 US 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) work schedule.
5. Current Ordinarily Resident employees must serve in the same position for a period of 52 weeks before being eligible to apply for advertised positions. A waiver to this requirement by the employee and cleared by the American supervisor must be submitted to the Human Resources Officer for approval prior to applying for a position.

TO APPLY

Interested applicants for this position must submit the following for consideration of the application:

1. Universal Application for Employment, DS-174 form.
2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
3. Any other documentation (e.g. education diplomas, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION

- a) By mail to: Human Resources Office
Attention: Vacancy Announcement 11-13
Address: 2 Avenue Mohamed El Fassi (ex-Marrakech), Rabat
- b) By e-mail: RecruitmentRabat@state.gov

Important: If your application has been selected for further consideration, you will be contacted within 3-6 weeks from the closing date of this vacancy announcement for further testing and/or interview.

***DEFINITIONS**

1. US Citizen Eligible Family Member (USEFM) – **For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:**

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

The US Mission in Morocco 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 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.

14. Major Duties and Responsibilities**% of time**

70% Operates a passenger motor vehicles in accordance with motor pool supervisor/dispatcher's instructions to transport embassy and/or associated agency personnel and official visitors. May be responsible for delivery of documents and invitations. Will also operate passenger vans and cargo vans or small trucks to deliver materials and equipment

20% Keeps vehicle in clean and serviceable condition and performs minor preventative maintenance. Responsible for checking oil, water, brakes, lights, battery, tires, windshield wipers of assigned vehicles prior to each trip and, at least, bi-weekly. Reports all mechanical and vehicle body concerns to motor pool supervisor and/or vehicle maintenance garage.

10% Completes trip tickets and other required daily vehicle records. Responsible for entering completed Trip Tickets into WebPass. Enforces safety procedures like mandatory seatbelt use when operating a vehicle. Attends regular mandatory refresher training on safe and defer sive driving practices conducted by post's safe driver instructor.

15. Qualifications Required for Effective Performance

- A. Education: Completion of middle school is required.
- B. Prior Work Experience: Two years driving experience as a professional chauffeur. Must be 25-years old, have five years of driving experience, and have basic computer literacy skills.
- C. Post Entry Training: Receives on-the-job training on maintaining trip ticket on WebPass, using E2 Solutions for travel authorizations, driving regulations and procedures specific to USG, and locations most frequented by USG business.
- D. Language Proficiency (list both English and host country languages proficiency requirements by level (I, III, IV) and specialization (speak/read): English (S-2,R-2), fluency in spoken French and Arabic
- E. Job Knowledge: Must be familiar with local traffic laws and city plans for Rabat and Casablanca.
- F. Skills and Abilities: Must have a Classes B and D driver's license, be in good health and have good vision and hearing. Must have basic computer literacy skills.

16. Position Elements

- A. Supervision Received: supervised directly by the Shipment Assistant. Receives oral and written instructions as to destination and itinerary for each trip. Reviews mileage and maintains accurate logs.
- B. Supervision Exercised: None
- C. Available Guidelines: Department of State Motor Vehicle Safety Management Program, Mission Policy on Use of Official Government Vehicles
- D. Exercise of Judgment: Refers most decisions to motor pool supervisor/dispatcher. Must exercise judgment with ensuring travel routes to destinations and safe driving practices.
- E. Authority to Make Commitments: None
- F. Nature, Level and Purpose of Contacts: With U.S. Government officials, LES and Moroccan public servants and private citizens when making deliveries
- G. Time Expected to Reach Full Performance Level: Three months