



## EMBASSY OF THE UNITED STATES OF AMERICA

The Embassy of the United States of America in Windhoek is seeking an individual for the positions of **Motor Pool Supervisor**.

The incumbent plans, directs and coordinates motor pool operations and maintenance for the Embassy and associated agencies under ICAS. The incumbent is also directly responsible for fleet management and preventive maintenance of approximately 24 vehicles. He/She oversees the preparation of required reports, monitors fuel consumption and mileage, and ensures that procurement of parts; fuel and other automotive services are consistent with USG or local regulations. Directly supervises a Dispatcher and approximately 5 drivers in the motor pool.

### **Required Qualifications and skills:**

1. Diploma in Motor Pool supervision. High School diploma with two years of vocational or technical training may be substituted.
2. Four years' experience as a dispatcher/motor pool supervisor and one year supervisory/managerial experience required.
3. English Reading/Speaking/Writing Level IV (Fluent) is required. This will be tested.
4. Good working knowledge of automotive maintenance operations and vehicle safety.
5. Current local code 08 (BE) Driver's License and Public Transport Permit & good driving record is required.
6. Computer literacy with proficiency in Microsoft Programs, including MS Word and Excel is required.

Interested persons should submit a completed DS-174 form (available at the U.S. Embassy reception, 14 Lossen Street, Ausspannplatz or at <http://windhoek.usembassy.gov>) and a current CV to the Human Resources Officer at the Embassy by 17:00 on or before **July 10, 2014**.

Applications may be mailed to P/Bag 12029, Ausspannplatz, Windhoek, or submitted via e-mail to [HROWindhoek@state.gov](mailto:HROWindhoek@state.gov)

Only short listed candidates will be contacted. Please submit copies of relevant documents. Applications submitted will not be returned.

**Please note that all vacancies within the US Embassy are advertised on the following website: <http://windhoek.usembassy.gov>**