

**AMERICAN EMBASSY
WINDHOEK
VACANCY ANNOUNCEMENT**

2011/13

August 11, 2011

OPEN TO: All Interested Candidates

POSITION: Full Time Chauffeur, FSN-3, FP-BB

OPENING DATE: August 11, 2011

CLOSING DATE: August 25, 2011

WORK HOURS: Full-Time: 40 hours/week

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

The Centers for Disease Control and Prevention in Windhoek is seeking an individual for the position of Chauffeur.

BASIC FUNCTIONS OF THE POSITION

Incumbent serves as one of four Chauffeurs in the Centers for Disease Control and Prevention Motor Pool, supervised by the Administrative Assistant. Incumbent is expected to act as Chauffeur and transport passengers and make deliveries as required.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact HRO Lali Beukes at 295-8667.

QUALIFICATIONS REQUIRED

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information.

1. Completion of secondary school is required.
2. Two years of chauffeur experience is required.
3. English Level III (Good Working Knowledge) written and spoken is required. This will be tested.
4. A current valid Driver's License is required.

SELECTION PROCESS

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. 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 employees serving a probationary period are not eligible to apply.
3. Currently employed AEFMs who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

TO APPLY

Interested candidates for this position should submit the following or the application will not be considered:

- A. Application for U.S. Federal Employment (DS-174)
- B. A current résumé/curriculum vitae
- C. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
- D. Documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the minimum qualifications of the position, as listed above.

If an application is already on file, please send a memo to the HR Officer indicating your interest.

SUBMIT APPLICATION TO

Human Resources Office
Attention: HRS – Lali Beukes
14 Lossen Street
Ausspannplatz, Windhoek

POINT OF CONTACT

Name: Lali Beukes
Telephone: 061-295-8667
FAX: 061-295-8603

CLOSING DATE FOR THIS POSITION: August 25, 2011

The U.S. Mission in Namibia 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 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.