

**VACANCY ANNOUNCEMENT**  
(Announcement Number: 15-22)

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

**OPEN TO:** All Interested Candidates

**POSITION:** Chauffeur

**OPENING DATE:** May 18, 2015

**CLOSING DATE:** June 1, 2015

**WORK HOURS:** Full-time; 40 hours/week

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

**BASIC FUNCTION OF THE POSITION**

The incumbent drives a passenger vehicle to transport crew members of Facilities Management section to and from work sites located at various Mission facilities and USG leased houses. The incumbent drives a water and fuel delivery truck to deliver water/fuel to Mission facilities when not driving a passenger vehicle. The incumbent completes trip tickets and daily vehicle usage log and also updates vehicle records on computer.

**QUALIFICATIONS REQUIRED**

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

1. Completion of Secondary school (S.L.C) is required.
2. A minimum of one year of prior work experience as a driver of various types of vehicles is required.
3. Level II (Limited knowledge) speaking/reading/writing English is required. Level III (Good working knowledge) speaking/reading/writing Nepali is required. English language ability will be tested.
4. Thorough knowledge of Kathmandu and its surrounding areas is required. Thorough knowledge of local traffic law and regulations is required.
5. The ability to detect malfunctions and recommend servicing or repair of the vehicle is required. The ability to complete vehicle log and trip ticket is required.

6. Valid local driver's Class B and Class G license is required. The ability to use basic computer applications such as MS Word and MS Excel is required.

## **TO APPLY**

Interested applicants must submit Application for Employment as a Locally Employed Staff (DS-174) or a current resume or CV that provides all information as found in the DS-174, and copies of other documentation (e.g., certificates, awards, copies of education certificates) that address the qualification requirements of the position. The DS-174 can be downloaded from the US Embassy website: [http://nepal.usembassy.gov/about\\_the\\_embassy/job-opportunities.html](http://nepal.usembassy.gov/about_the_embassy/job-opportunities.html)

## **SUBMIT APPLICATION TO**

Email: [Recruitktm3@state.gov](mailto:Recruitktm3@state.gov) (write “Application for Chauffeur” in the Subject Line)

Or

Human Resources Office  
G.P.O. Box 295  
Kathmandu, Nepal

**(Please clearly mark your envelope as “Application for Chauffeur”)**

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**THE U.S. MISSION IS A DISABILITY FRIENDLY WORK PLACE**

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Vacancy Announcements are distributed by the Embassy Human Resources Office, Ext. 4557  
Contact the Human Resources Office for further details regarding this announcement