

VACANCY ANNOUNCEMENT
(Announcement Number: 14-37)

The American Embassy in Kathmandu is seeking an individual for the position of Chauffeur (Guard).

OPEN TO: All Interested Candidates

POSITION: Chauffeur (Guard)

OPENING DATE: September 10, 2014

CLOSING DATE: September 24, 2014

WORK HOURS: Full-time; 48 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 is primarily responsible for the operation and basic maintenance of Guard Force vehicles, and transporting guard force personnel and general logistics. The incumbent performs general guard duties when not operating a vehicle.

QUALIFICATIONS REQUIRED

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

1. Successful completion of primary school (Grade 5) is required.
2. A minimum of one year of work experience as a driver in addition to some experience in a security field such as police, military or a commercial security services is required.
3. Level II (Limited Knowledge) Speaking/Reading/Writing English is required. Level III (Good Working Knowledge) Speaking/Reading Nepali is required.
4. A thorough knowledge of Kathmandu and its surrounding areas is required. A thorough knowledge of local traffic laws and regulations is required.
5. The ability to follow orders and exercise sound judgment in recognizing, reporting, and acting on incidents is required. The ability to work for prolonged periods of time outdoors in inclement weather in exposed or semi-exposed posts is required. The ability to pass a driving test is required.
6. A valid Nepali driver's license, Class "B" (Car, Jeep, and Delivery Van) 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

SUBMIT APPLICATION TO

Email: recruitktm2@state.gov (write “**Application for Chauffeur (Guard)**” in the Subject Line)

Or

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

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

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

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