

VACANCY ANNOUNCEMENT

(Announcement Number: 11- 46)

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

OPEN TO: All Interested Candidates

POSITION: Chauffeur

OPENING DATE: November 23, 2011

CLOSING DATE: December 7, 2011

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 drives motor vehicle to transport passengers and cargo. The incumbent performs basic maintenance and maintains cleanliness of the vehicle. The incumbent delivers mail and invitations as required .

QUALIFICATIONS REQUIRED

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

1. Completion of Primary School is required.
2. A minimum of one year of 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.
4. Thorough knowledge of Kathmandu and its surrounding areas is required. Thorough knowledge of local traffic laws and regulations is required. Good knowledge of various offices and Ministries of the host government is required.
5. The ability to detect malfunction and recommend servicing or repair of the vehicle is required. The ability to complete vehicle log and trip ticket is required.
6. A valid local driver's Class "B" license 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 (Please clearly mark your envelope as “Application for Chauffeur”)

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

Or via email: recruitktm@state.gov

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Also visit us at: http://nepal.usembassy.gov/about_the_embassy/job-opportunities.html