

13. BASIC FUNCTION OF POSITION:

The Ambassador's Chauffeur's primary duties are to transport the Ambassador, VIP visitors, and senior Embassy Officers. Both Chauffeurs occupying this position may be required to work a staggered schedule, starting late and finishing late, overlapping with the other Chauffeur, in order to keep shifts to no more than 10 hours a day for either driver in accordance with State Department regulations. Some weekend and holiday work is required.

14. MAJOR DUTIES AND RESPONSIBILITIES:

- Responsible for driving the Chief of Mission (COM) within Wellington, the outer suburbs and other areas within the country while keeping the Ambassador up-to-date on meeting schedules and participants.
- Responsible for selecting routes that meet security guidelines and that the vehicle protective security features are always in proper order.
- In the absence of a security detail, responsible for the security of the COM while he is traveling outside the embassy.
- Advises and liaises with the Ambassador's Office Manager (OM) and Protocol Assistant on all logistical matters relating to the Ambassadors external meetings and functions.
- Advises and liaises with Executive Office on the COM's external meeting schedule and drive times between destinations.
- Responsible for the upkeep of the 6 Embassy Government-owned vehicles and ensures the maintenance and road-worthiness of the Embassy vehicles. This includes servicing, registration, insurance, and grooming, to include washing the interior and exterior and vacuuming interior weekly or more as required.
- Requirement to work outside the normal hours, on holidays, and weekends as required. May be required to work overtime.
- Assists GSO with maintaining Embassy's Motor Vehicle Safety Program and regularly updating ILMS program with expense and usage data.
- Assist as required with official visits of VIPs and CODELS.
- Provides 36 hours notice to the supervisor if unavailable to drive for an after-hours/weekend/holiday official event, and ensures back-up coverage is in place.
- Schedules annual leave(where possible) when COM is out of country, or gives reasonable notice of intended leave, ensuring that back-up coverage can be arranged during the absence.
- Performs other related duties as assigned to include assisting with pickup and delivery of priority mail, this is generally between Ministry of Foreign Affairs and Trade (MFAT), Internal Affairs and Chief of Mission Residence (CMR) as well as delivery of invitations to host Government and Diplomatic Mission.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education:** Completion of secondary school required.
- b. Prior Work Experience:** A minimum of three (3) years chauffeur driving experience, or equivalent, is required. One year of previous driving experience for a U.S. Government agency is desirable.
- c. Post Entry Training:** Defensive driving training (to evade potential terrorist action); Armored Vehicle Driver Training (AVDT); Cyber Security Awareness Course (PS800); and Ethics for New Locally Employed Staff (PA453).
- d. Language Proficiency:** Level 3 English (Good working knowledge) ability both oral and written is required.
- e. Job Knowledge:** Ensures routine maintenance and road-worthiness of all Embassy vehicles. This includes servicing, registration, insurance, etc. Ensures that security guidelines are followed in route selection and that the vehicle protective security features are always in proper order.
- f. Skills and Abilities:** A valid, current and clean New Zealand driver license is mandatory. Must be able to exercise tact, discretion, and diplomacy. Basic word processing skills and the ability to work Excel spreadsheets are required. Must be able to manage multiple calendars in Microsoft Outlook and advanced map reading skills are required.

16. POSITION ELEMENT

- a. Supervision Received:** This position falls under the Executive Office and is directly supervised by the Ambassador's Office Manager (OM). Day-to-day supervision is primarily from the OM, Deputy Chief of Mission, and Deputy Chief of Mission's OM. Incumbent works closely with the OM and Protocol Assistant in arranging schedules. Supervision is general on routine matters, closer for unusual or "one-off" assignments.
- b. Supervision Exercised:** None
- c. Available Guidelines:** Vehicle operator/maintenance manuals; supervisor's instructions, and established local procedures, customs, and regulations. Foreign Affairs Manual (FAM) and Handbook (FAH). Precedent actions are also used as guides.
- c. Exercise of Judgment:** Judgment is used in determining and choosing safe, secure routes for transporting the Ambassador and/or VIP's, evaluating any potential threats or safety hazards. Advise Protocol Assistant with planning of in-country travel involving

driving of government owned vehicle for the Ambassador. (Driving distances, routes etc)

- d. Authority to Make Commitments:** The Incumbent makes recommendations on the servicing, grooming, and registration, warrant of fitness and insurance of vehicles.
- e. Nature, Level and Purpose of Contacts:** Daily contact with Embassy staff and public officials' (diplomatic, business, civic and tribal leaders) staff.
- g. Time Expected to Reach Full Performance Level:** Six (6) months.