

## ANNOUNCEMENT NUMBER: 15-14

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**OPEN TO:** All interested Candidates

**POSITION:** Chauffeur - FSN-03; FP-BB

**OPENING DATE:** 06/18/2015

**CLOSING DATE:** 07/02/2015

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

**SALARY:** Salary and Grade will be based on the qualifications

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. **For complete details click on:** <http://Niamey.USEmbassy.gov>

The U.S. Embassy in Niamey is seeking applications from **qualified individuals** for the position of Chauffeur at USAID office.

### **BASIC FUNCTION OF POSITION:**

This position is located under the USAID Office in Niger. The primary purpose of this position is to serve as the USAID/OTI Driver in accordance with all Embassy and USAID Motor pool regulations.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Tel: 20-72-26-62, ext. 4146/4479.

### **QUALIFICATIONS REQUIRED:**

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

**Education:** Completion of primary school (CFEPD) is required.

**Prior work experience:** At least two years of chauffeur experience in both urban and upcountry rural areas is required

**Language:** Level III (Good working knowledge) Speaking/Writing/Reading French and Level II Speaking/Writing/Reading (limited knowledge) English are required. English will be tested.

**Knowledge:** Must be familiar with local traffic laws and area traffic patterns.

**Skills/Abilities:** Must have a current driver's license appropriate to the vehicle operated. Must have defense driving skills. A driving test will be given.

### **SELECTION PROCESS**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically 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. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

### **TO APPLY**

Interested Candidates should submit the following:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174) available in the HR office; <http://Niamey.USEmbassy.gov>; **or**
2. A current résumé or curriculum vitae that provides the **same information** as the UAE(see Appendix B);**or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as separate sheet; plus
4. Candidates who claim U.S. veteran's preference must provide a copy of their form DD-214 with their application. Candidates who claim conditional U.S. veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that address the qualification requirements of the position as listed above

### **SUBMIT APPLICATION TO**

Attention: Human Resources Office  
American Embassy  
BP 11201  
Niamey, Niger

### **POINT OF CONTACT**

Human Resources Office

Telephone: (227) 20-72-26-62, Ext. 4146/4479

**Applications must be received by the closing date.**

**CLOSING DATE FOR THIS POSITION: 07/02/2015 at 17H30 PM**

The U.S. Mission in Niamey 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.

U.S. Mission Niamey is a drug-free work environment.