

**ANNOUNCEMENT NUMBER: 14-02**

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**OPEN TO:** Current Employees of the Mission  
US Citizen Eligible Family Members (USEFMs)  
Eligible Family Members (EFMs), and Members of Household  
(MOH) – All Agencies

**POSITION:** Driver/Airport Assistant  
FSN-04; FP-AA

**OPENING DATE:** March 21, 2014

**CLOSING DATE:** April 04, 2014

**WORK HOURS:** Full Time (40 hours per week)

**SALARY:** Actual salary and grade will be based on the  
qualifications of the applicant.

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED  
WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR  
CONSIDERATION. **For complete details click on:**

<http://af.p.state.sbu/sites/EX/Niamey/Lists/Job%20Opportunities/AllItems.aspx>

The U.S. Embassy in Niamey is seeking applications from **qualified individual** for the  
position of **Driver/Airport Assistant** in the General Services Office (GSO) section.

**BASIC FUNCTION OF POSITION:**

The Driver/Airport Assistant is responsible for operating U.S. government owned  
passenger vehicles (including but not limited to passenger vans and armored vehicles) for  
the United States Embassy in Niamey, Niger. The incumbent is required to manage the  
arrival/departure process for all incoming/departing personnel, which includes airline  
registration, luggage assistance, passport and health immunization documentation, and  
customs and immigration formalities. The arrival/departure process includes after-hours  
operations. The position is directly supervised by the General Services Office Travel  
Assistant. When necessary the incumbent acts as the alternate for the Expeditor and will  
also support the Travel Assistant in arranging travel requests, purchasing airline tickets  
and handling hotel reservations.

A complete position description is available in HR office.

**QUALIFICATIONS REQUIRED:**

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

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

**Prior Work Experience:** Two years prior work experience as a driver is required.

**Language proficiency:** Level II spoken English and Level II spoken French.

**Knowledge:** Fundamental knowledge and understanding of the layout of the city of Niamey. Knowledge and understanding of national and international travel requirements and restrictions. Must know local traffic laws and be familiar with vehicle maintenance (i.e. checking fluid levels, tire pressure, and safety checks).

**Skills and Abilities:** Must possess a valid Niger driver's license and a safe driving record. Must be physically fit to perform driving and baggage handling duties. Ability to work within a small team to assist in a variety of tasks. Ability to resolve unexpected problems independently. Must be legally able to work in the Republic of Niger.

## **SELECTION PROCESS**

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **ADDITIONAL SELECTION PROCESS**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving an initial 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 AEFMS who currently hold a Family Member Appointment (FMA) appointment 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 at:  
<http://af.p.state.sbu/sites/EX/Niamey/Lists/Job%20Opportunities/AllItems.aspx>; **or**
2. A current résumé or curriculum vitae that provides the **same information** as the Universal Application for Employment (see Appendix B); **or**

A combination of both; i.e. Sections 1 -24 of the Universal Application for Employment along with a listing of the applicant's work experience attached as separate sheet; plus

3. Candidates who claim U.S. Veterans 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.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses 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. 4015/4479

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

**CLOSING DATE FOR THIS POSITION: April 04, 2014 at 13:00 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.