

# U.S. MISSION, PAKISTAN - CONSULATE GENERAL KARACHI

## VACANCY ANNOUNCEMENT NUMBER: 11-58

**OPEN TO:** All Interested Candidates  
**POSITION:** **Chauffeur (Security)**, FSN-5, FP-9\*

**OPENING DATE:** April 22, 2011  
**CLOSING DATE:** May 05, 2011

**POSITION NO:** K-52156

**WORK HOURS:** Full-time; 48 hours/week

\*Not-Ordinarily Resident: US\$ 31,963 p.a. (Starting salary)  
(Position Grade: FP-9 to be confirmed by Washington)

\*Ordinarily Resident: Rs.591,556 p.a. (Starting salary)  
(Position Grade: FSN-5)

(Position Grade: FSN-5, Trainee Grade FSN-4 will be given until meeting full requirements of the position description)

**NOTE:** ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Consulate General in Karachi is seeking an individual for the position of Chauffeur (Security) in the Motor Pool Section.

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

The incumbent drives Fully/Partially armored vehicles. Incumbent will drive the Principal Officer's follow car which will include the Principal Officer's (PO) numerous armed bodyguards to escort the PO vehicle to all appointments and social events in Karachi and to all destination in Sindh and Baluchistan as required. This position is an integral part of the PO's protection team. Uses alternative routes to avoid setting any regular driving pattern and practices sound security awareness to include surveillance detection and attack recognition. Focuses on constant awareness, judgment and reaction to formulate a defensive/counter-terrorist driving posture. On occasion, drives VIP visitors on official business, works at all hours as needed. Drives fully armored motor pool vehicles for State Department personnel and personnel of ICASS participating agencies as required. Special training is required and performance is frequently and critically monitored. Only those so qualified may drive fully armored vehicle and partially armored vehicle units with.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

### **QUALIFICATIONS REQUIRED:**

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

1. **EDUCATION:** Completion of at least 10<sup>th</sup> grade is required.

2. **EXPERIENCE:** Minimum 6 years of experience as a Chauffeur is required.

3. **LANGUAGE:** Level III (good working knowledge) Speaking/Reading/Writing in English and Level IV (fluent) Speaking/Reading/Writing in Urdu is required. This may be tested.

4. **KNOWLEDGE:** Thorough familiarity with Karachi streets, traffic regulations and local traffic patterns required as well as a general familiarity with routes throughout Sindh and Balochistan is required.

5. **ABILITIES & SKILLS:** Must possess a valid HTV Pakistani driver's license for passenger vehicles and light and heavy weight truck vehicles. Should be able to demonstrate skill as a driver on city streets and desert or mountain roads. Must know basic vehicle maintenance procedures and be able to pass initial and recurrent training classes administered by DS personnel in defensive / counter- terrorist driving for critical - threat posts.

## **SELECTION PROCESS**

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Post 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 employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement. Trainee level(s) may be established below the full performance grade level listed if not fully qualified.
5. Current employees who have voluntarily been reassigned/promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job-related training are not eligible to apply in another section/agency within **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section.
8. U.S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employment clearances (if selected) or relocating for joining.
9. The selected candidate is required to pass a yearly medical test and driver training in order to be considered for an extension to the contract. Failing either of these tests may result in removal from driver duties.

## **TO APPLY:**

Interested applicants must submit their duly completed [DS-174](#) (Application for Employment as LE Staff).

Application should be forwarded on the following mailing address. Applicants should clearly mark the position title or/and vacancy announcement number they are applying for on the envelop.

Applications can also be submitted by email at [HROIslamabad@state.gov](mailto:HROIslamabad@state.gov). While submitting through email, the Vacancy Announcement Number (e.g. 10-150) must be mentioned in the subject line.

## **SUBMIT COMPLETED DS-174 TO:**

**Human Resources Office, U.S. Embassy Islamabad  
P.O. Box 1048, GPO, Islamabad.**

Please don't attach any document with your application. Incomplete and submissions after closing date will not be considered. Only short listed candidates will be contacted for their test/interview. To see all advertised positions, please visit Embassy website [http://islamabad.usembassy.gov/employment\\_opportunities.html](http://islamabad.usembassy.gov/employment_opportunities.html).

## **DEFINITIONS:**

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residence focus to the host country and has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFM's (Eligible Family Members) and family members of FS, GS, and military personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: May 05, 2011**

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.