

U.S. MISSION, PAKISTAN - EMBASSY ISLAMABAD

VACANCY ANNOUNCEMENT NUMBER: 11-93

OPEN TO: In-House Candidates Only **OPENING DATE:** June 15, 2011
POSITION: **Chauffeur (Security)**, FSN-4; FP-AA **CLOSING DATE:** June 28, 2011
POSITION NO: DEA-09
WORK HOURS: Full-time; 48 hours/week
SALARY: *Not-Ordinarily Resident: US\$24,518 p.a. (Starting salary)
(Position Grade: FP-AA to be confirmed by Washington)
*Ordinarily Resident: Rs.517, 374 p.a. (Starting salary)
(Position Grade: FSN-4, Trainee Grade FSN-3, Rs.450,457 (Starting Salary) 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. Embassy in Islamabad is seeking an individual for the position of Chauffeur (Security) in the Drug Enforcement Administration Office.

BASIC FUNCTION OF POSITION:

The incumbent of this position drives fully and partially armored vehicles for U.S. Drug Enforcement Administration's (DEA) representatives. Performs daily preventive maintenance checks and reports mechanical defects to the Administrative Officer or Country Attaché' and follows upon maintenance of all DEA vehicles. Incumbent drives other DEA personnel and VIP visitors as instructed. Performs various messenger and delivery services to the GOP (Government of Pakistan) and other foreign missions as assigned by DEA management.

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 eight years of education is required.
- 2. EXPERIENCE:** Minimum three years of driving experience is required.
- 3. LANGUAGE:** Level II (limited knowledge) Speaking/Reading/Writing English & Level III (good working knowledge) Speaking/Reading/Writing Urdu is required. This may be tested.
- 4. KNOWLEDGE:** Should be thoroughly familiar with Rawalpindi/Islamabad streets, traffic regulations and local traffic patterns and routes and possess general familiarity with routes throughout Pakistan.
- 5. ABILITIES & SKILLS:** Must possess a valid HTV Pakistani driver's license to operate passenger vehicles and light & heavy trucks.

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. 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 reassigned/promoted from one position to another are not eligible to apply for **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 for **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-employments 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. While submitting through email, the Vacancy Announcement Number (11-43) 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.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFM's (Eligible Family Members) and family members of United States Government 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: June 28, 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.