

U.S. MISSION, PAKISTAN - CONSULATE GENERAL LAHORE

VACANCY ANNOUNCEMENT NUMBER: 12-202

OPEN TO: In-House Candidates Only **OPENING DATE:** December 28, 2012
POSITION: **Chauffeur (Security) - RSO**, FSN-5; FP-9* **CLOSING DATE:** January 09, 2013
POSITION NO: L-52128
WORK HOURS: Full-time; 48 hours/week
SALARY: *Not-Ordinarily Resident: US\$31,963 p.a. (Starting salary)
(Position Grade: FP-9 to be confirmed by Washington)
*Ordinarily Resident: Rs.634,206 p.a. (Starting salary)

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

The American Consulate General Lahore is seeking an individual for the position of Chauffeur (Security) - RSO in the Regional Security Office.

BASIC FUNCTION OF POSITION:

Incumbent drives the follow vehicles assigned to Consulate General's security details as instructed by the agent in charge of the protective detail. Incumbent drives fully/partially armored vehicles and trucks, as well as non-armored vehicles, as required. Incumbent may travel within Punjab, Islamabad or other destinations in Pakistan on a short notice when required. Incumbent is responsible to keep the vehicle clean and is responsible for preventive maintenance on the vehicle. Performs other related duties as assigned by the supervisors.

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

REQUIRED QUALIFICATIONS:

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

- 1. EDUCATION:** Completion of 8th grade is required.
- 2. EXPERIENCE:** Five years of experience as a Chauffer is required, including two years of experience with the U.S. Government.
- 3. LANGUAGE:** Level II (Limited Knowledge) Speaking/Reading/Writing of English and Level III (Good Working Knowledge) Speaking/Reading/Writing of Urdu are required. Language skills may be tested.
- 4. KNOWLEDGE:** Incumbent should be thoroughly familiar with the streets, traffic regulations and local traffic pattern of Lahore. Incumbent should know the routes in rural Punjab areas and other destinations throughout Pakistan.
- 5. ABILITIES & SKILLS:** Must possess a valid Pakistani HTV driving license. Incumbent must be able to demonstrate skills as a driver on city streets, in the desert, or on mountain roads. Incumbent must have basic vehicles maintenance skills. Must be able to pass the initial and recurrent training classes administrated by DS personnel in defensive/counter-terrorist driving.

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.
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 completed [DS-174](#) (Application for Employment as LE Staff) by e-mail submission only at PakJobs@state.gov. Vacancy Announcement Number (e.g. 12-202) must be mentioned in the subject line of the email.

Incomplete applications or submissions received after the closing date will not be considered. Please do not attach any documents with DS-174 form at this stage, you will be advised when your documents are required. Only those candidates meeting all the requirements will be contacted for a test/interview. To review 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: January 09, 2013

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.