

# U.S. MISSION, PAKISTAN - EMBASSY ISLAMABAD VACANCY ANNOUNCEMENT NUMBER: 12-174

**OPEN TO:** All Interested Candidates  
**POSITION:** **Chauffeur (Security)**, FSN-3; FP-BB\*  
**POSITION NO:** BBG-02  
**WORK HOURS:** Full-time; 48 hours/week  
**SALARY:** \*Not-Ordinarily Resident: US\$21,840 p.a. (Starting salary)  
(Position Grade: FP-BB to be confirmed by Washington)  
\*Ordinarily Resident: Rs.481, 820 p.a. (Starting salary)

**OPENING DATE:** October 22, 2012  
**CLOSING DATE:** November 04, 2012

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 Voice of America Office.

## **BASIC FUNCTION OF POSITION:**

The incumbent drives the Voice of America vehicle for VOA office. The incumbent maintains vehicle in clean condition and performs basic preventive maintenance. The incumbent drives news staff and Locally Employed Staff to the news conferences and official appointments. The incumbent delivers official correspondence in and around Islamabad. Performs other duties assigned by the supervisor.

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:** Three years driving experience is required.
- 3. LANGUAGE:** Level II (limited knowledge) Speaking/Reading/Writing of English and Level III (good working knowledge) Speaking/Reading/Writing of Urdu is required. This may be tested.
- 4. KNOWLEDGE:** Incumbent must be thoroughly familiar with Rawalpindi and 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 Pakistani HTV (heavy transport vehicle) driver's license.

**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 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 envelope.

Applications can also be submitted by email at [PakJobs@state.gov](mailto:PakJobs@state.gov) . While submitting through email, the Vacancy Announcement Number (12-174) 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 the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFMs (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: November 04, 2012**

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.