

U.S. MISSION, PAKISTAN - EMBASSY ISLAMABAD

VACANCY ANNOUNCEMENT NUMBER: 12-90

OPEN TO: All Interested Candidates **OPENING DATE:** May 25, 2012
POSITION: **Chauffeur (Security)**, FSN-3; FP-BB **CLOSING DATE:** June 7, 2012
POSITION NO: I-52859-62, I-52514 & I-52854 (**Six Positions**)
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.450, 457 p.a. (Starting salary)

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 individuals for the six Chauffeur (Security) positions in the Motor Pool, General Services Office.

BASIC FUNCTION OF POSITION:

The incumbent drives fully and partially armored motor pool vehicles for State Department Personnel and personnel of participating ICASS agencies as directed by the motor pool supervisor and dispatcher. Incumbent drives passenger vehicles, light and heavy trucks, as assigned on any of the morning, evening and night shifts. Incumbent maintains vehicles in a clean condition at all times. Also checks battery, oil and radiator levels, tires, etc, and performs preventive maintenance. Plans variation to routes to avoid in regular driving patterns while minimizing inconvenience to passengers. Performs other related duties as assigned.

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.
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 PakJobs@state.gov . While submitting through email, the Vacancy Announcement Number (12-90) 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.**

Incomplete applications or submissions received after the closing date will not be considered. Please do not attach any documents with your application at this stage; you will be informed when your documents are required. Only those candidates meeting all the requirements 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 7, 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.