



**15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

- a. Education:  
Completion of primary school is required.
- b. Prior Work Experience:  
Three years experience as a chauffeur is required.
- c. Post Entry Training:  
None. During probationary period, incumbent must take driving skills training and SHEM Training.
- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization(sp/read):  
Level II (Limited Knowledge) Speaking/Reading/Writing English. Level III (Good Working Knowledge) Speaking/Reading/Writing Spanish.
- e. Job Knowledge:  
Good knowledge of streets and avenues, as well as government offices in Panama City is required. Good knowledge of highways, obeying safety driving rules is required. Must know basic vehicle maintenance. Must be able to take instructions over the phone and pass information to customers and drivers.
- f. Skills, and Abilities:  
Must be able to safely drive sedans and when needed vans & trucks. Must possess a valid commercial driver's license Type E-3 or Type F. Must have a 20/20 or corrected to 20/20 vision. Must possess excellent interpersonal skills.

**16. POSITION ELEMENTS**

- a. Supervision Received:  
Supervised by Motor Pool Supervisor.
- b. Supervision Exercised:  
None
- c. Available Guidelines:  
Instructions received from the dispatcher for routine and time.
- d. Exercise of Judgment:  
Maximum as it relates to driving. Must use judgment of which safe and fastest routes to take when an emergency arises.
- e. Authority to Make Commitments:  
Limited to trip routes, advising dispatcher of the changes.
- f. Nature, Level, and Purpose of Contacts:  
Secretaries and clerks at GOP Offices. Customs clerks at airport. High ranking officers from/to Embassy offices, co-workers and FSNs from all levels.

g. Time Expected to Reach Full Performance Level:  
One year.

Continuation

14. Major Duties and Responsibilities

2. Picks up & delivers official documents, correspondence & publications within the Embassy as well as to locations in Panama City. Meets VIP visitors at the airport and assists them with their luggage.  
Helps passengers to load/unload baggage and other items from vehicle. Responsible for gas coupons and toll cards to use in the Corredor Norte or Corredor Sur. 10%
3. Other duties as assigned to include back up for the Dispatcher during his absences and lunch time, when required. 5%