

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education
High school diploma is required.
- b. Prior Work Experience
Four years experience as chauffeur is required.
- c. Post Entry Training
None. Incumbent must take safe driver training and its refresher course every two years.
- d. Language Proficiency
Level III (Good Working Knowledge) Speaking/Reading Spanish. Level II (Limited Knowledge) Speaking/Reading English.
- e. Job Knowledge:
Must know traffic regulations, streets and avenues as well as location of government offices in Panama. Knowledge of main routes to areas outside of Panama City.
- f. Skills and Abilities
Must have ability in defensive driving techniques. Must be a safe driver of all types of vehicles (sedan, suburban, van, truck). Must possess a valid Panamanian driver's license type "D".

16. POSITION ELEMENTS

- a. Supervision Received
DCM's OMS and DCM.
- b. Supervision Exercised
None
- c. Available Guidelines
Standard GSO instructions for chauffeurs.
- d. Exercise of Judgment
Maximum as it relates to driving. Must use judgment of which is the safest and fastest route to take when an emergency arises.
- e. Authority to Make Commitments
None
- f. Nature, Level and Purpose of Contacts
Embassy personnel and office locations. Security personnel at points of entry for delivery of principal to meetings. GOP secretaries and clerks for the delivery of official correspondence. Airport Customs and Immigration Officials.
- g. Time required to Reach Full Performance Level:
One year.

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3. Maintain the assigned vehicle in clean and serviceable condition. Update supervisor and/or DCM when vehicle is replaced due to service.