

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education:
Completion of 6th Grade of primary school is required.
- b. Prior Work Experience:
Two years experience as a messenger is required.
- c. Post Entry Training:
None. During probationary period, incumbent must take Safe Driving Training, SHEM Training and Basic Vehicle Maintenance Training. Also, during probationary period incumbent will receive on-the-job training to learn the different agencies/offices within the Mission.
- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization(sp/read):
Level I (Rudimentary) Speaking/Reading English is required. Level III (Good Working Knowledge) Speaking/Reading Spanish is required.
- e. Job Knowledge:
Must know well all streets and locations of offices in Panama City and surrounding areas. Must know traffic rules, such as safety rules for small vehicles.
- f. Skills, and Abilities:
Panama Driver's license type "E-3" is required.

16. POSITION ELEMENTS

- a. Supervision Received:
Direct supervision by Motor Pool Supervisor (position No. A52702); daily work guidance from Motor Pool Dispatcher.
- b. Supervision Exercised:
None
- c. Available Guidelines:
Local Mission Policy and Directives, State Department regulations, as instructed by supervisory chain of command.
- d. Exercise of Judgment:
Choice of best route to take and order of delivery; setting priorities for delivering urgent or important items.
- e. Authority to Make Commitments:
None
- f. Nature, Level, and Purpose of Contacts:
Mainly low level embassy employees and low to mid level outside contacts when picking up or delivering items
- g. Time Expected to Reach Full Performance Level:

One Year