



**15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

- a. Education:  
Primary school diploma is required.
- b. Prior Work Experience:  
Two years of experience as a chauffeur within Panama City is required.
- c. Post Entry Training:  
None. During probationary period, incumbent must take Safe driving training, SHEM Training and basic vehicle maintenance 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 English. Level II (Limited Knowledge) Speaking/Reading Spanish.
- e. Job Knowledge:  
Knowledge of streets and avenues, as well as businesses and tourist attractions in Panama City. Must know highways, and safety driving rules, especially in extreme conditions. Basic knowledge of vehicle maintenance is required.
- f. Skills, and Abilities:  
Must possess a valid driver's license (Type F). Must be able to drive both Automatic and Manual type vehicles.

**16. POSITION ELEMENTS**

- a. Supervision Received:  
Directly supervised by MSG Detachment Commander, administrative supervision by Motor Pool Supervisor.
- b. Supervision Exercised:  
None
- c. Available Guidelines:  
Instructions received from MSG.
- d. Exercise of Judgment:  
Which are the safest and fastest routes to take, especially when an emergency arises.
- e. Authority to Make Commitments:  
None.
- f. Nature, Level, and Purpose of Contacts:  
Marines, RSO staff, other FSN drivers, Motorpool Supervisor, Dispatcher.
- g. Time Expected to Reach Full Performance Level:  
One year.

**DS-298, Interagency Post Employee Position Description**  
**MSG Chauffeur**  
Continuation

**14. Major Duties and Responsibilities, cont.**

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| 2. Cleans and performs maintenance checks to MSG vehicles daily   | 10% |
| 3. Other duties as assigned, such as provides information about Panama to Marines concerning shops, restaurants, tourist locations, entertainment; assists with VIP visits. | 10% |

