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UNITED STATES MISSION POLAND
VACANCY ANNOUNCEMENT

No. 15-54	CHAUFFEUR EMBASSY WARSAW	November 23, 2015
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OPEN TO: All Interested Candidates/All Sources
POSITION: Chauffeur
OPENING DATE: November 23, 2015
CLOSING DATE: December 7, 2015
WORK HOURS: Full-time (40 hours per week)
SALARY: *Ordinarily Resident: FSN- 3, PLN 36,936 (yearly gross starting salary)
Not-Ordinarily Resident (NOR): FP-BB* US\$ 22,058 (annual gross starting salary). *Final grade/step for NORs will be determined by Washington

IMPORTANT NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Warsaw is seeking an individual for the position of Chauffeur.

BASIC FUNCTION OF POSITION

Incumbent provides driving services in support of the Mission and is responsible for:

- o Safely and efficiently operating of assigned vehicles
- o Performing basic maintenance on, as well as care and cleaning of assigned vehicles
- o Completing designated vehicle records correctly and punctually
- o Possessing a thorough knowledge of the city of Warsaw and its surrounding districts
- o Performing duties with a courteous and professional attitude
- o Assisting passengers and helping load and unload assigned vehicles
- o Maintaining respectful and considerate working relationships with supervisors, co-workers and passengers.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office ext. 2275.

QUALIFICATIONS REQUIRED

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Education: Completion of secondary school is required.
2. Prior Work Experience: At least one year of professional driving experience is required.
3. Language Proficiency: Level 2 (limited working proficiency) English is required.
Level 3 (good working knowledge) Polish is required.
4. Job Knowledge: Thorough knowledge of Polish traffic laws and regulations applicable to the work is required. Knowledge of the operation of a motor vehicle is required. Thorough knowledge of the city of Warsaw and surrounding districts is required. Knowledge

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of Polish highway system and major cities is required. Knowledge of the location of various institutions and offices in Warsaw is required.

5. Skills and Abilities: Possessing a valid Polish driver's license for passenger vehicles (category "B"), the ability to obtain category "C" and "D" licenses within six months of hiring, and a safe driving record are required. Ability to be certified, and periodically recertified, as medically fit for driving is required. Ability to make minor repairs and adjustments to motor vehicles is required. Ability to read and interpret road maps and other applicable navigation aids in order to plan trips and determine traffic routes is required. Ability to lift heavy objects (up to 30 kgs) is required. Ability to follow oral and written instructions is required. Ability to maintain simple records, e.g. a daily vehicle log is required. Ability and willingness to drive a motor vehicle for extended periods under varying traffic and weather conditions is required.

SELECTION PROCESS

When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. veterans will be given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

Candidates for employment are normally hired at the first step. In some instances, candidates may be appointed at a higher step when exceptional qualifications or previous U.S. Government service so warrant. In such a case, the Human Resources Officer will determine the salary.

If there are no qualified candidates at the stated grade level, the candidate may be hired at a lower level or the position may be re-advertised.

HIRING PREFERENCE ORDER

- 1) USEFM who is also a preference-eligible U.S. Veteran
- 2) USEFM or a preference-eligible U.S. Veteran
- 3) FS on LWOP

ADDITIONAL SELECTION CRITERIA

1. Management will consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of *Needs Improvement* or *Unsatisfactory* on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired under a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold a non-sensitive security clearance and a medical clearance.
5. Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least six months remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

HOW TO APPLY

Applicants must submit the following documents to be considered:

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1. **Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See “For Further Information” above); and**
2. **Any additional documentation that supports or addresses the requirements listed above (e.g., transcripts, degrees, language test scores, typing test scores, work and/or residency permits, etc.)**

IMPORTANT

Applicants claiming a U.S. Veteran’s preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran’s Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran’s preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran’s preference may be found in HR/OE’s Family Member Employment Policy (FMPEP).

WHERE TO APPLY

Human Resources Office
American Embassy
Al. Ujazdowskie 29/31
00-540 Warsaw
E-mail: WarsawRecruitment@state.gov
or at Embassy Reception, ul. Piekna 14a

EQUAL EMPLOYMENT OPPORTUNITY: The US Mission in Poland provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

DEFINITIONS

US Citizen Eligible Family Member (USEFM) – A USEFM is an individual who meets all of the following criteria:

- U.S. citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee’s post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

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Eligible Family Member (EFM) – An EFM for employment purposes is defined an individual who meets all the following criteria:

- U.S. Citizen or not a U.S. Citizen: **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term “child” shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of the employee, spouse, or same-sex domestic partner when such child is expected to be under such legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, or same-sex domestic partner, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e. a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

Member of Household (MOH) – A MOH is an individual who meets all of the following criteria:

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; **and**
- A MOH is under COM authority;
- A MOH may include parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is not an EFM'
- A MOH is not listed on the travel orders or approved Form F-126 of a sponsoring employee.

Not-Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM , USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; **or**
- Has diplomatic privileges and immunities; **and**
- Is eligible for compensation under the FS or GS salary schedule; **and**
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; **and**
- Does not ordinarily reside in the host country; **and**
- Is not subject to host country employment and tax laws.

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

Ordinarily Resident (OR) – An individual who meets the following criteria:

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- A citizen of the host country; **or**
- A non-citizen of the host country (including a U.S. citizen or a third –country national) who is locally resident and has a legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; **and/or**
- Is subject to host country employment and tax laws.

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