

*Embassy of the United States of America
Port of Spain, Trinidad, W.I.*

Career Opportunity

The Embassy of the United States of America is seeking an individual to fill the position of:

CHAUFFEUR (PART TIME) 25 HOURS PER WEEK

All ordinary resident applicants must have the required work and/or residency permits to be eligible for consideration.

**PLEASE GO TO PAGES 2 - 4 OF THIS DOCUMENT FOR
ADDITIONAL INFORMATION.**

STARTING SALARY: TT\$49,628 Basis Annual Salary and TT\$11,261 Annual Miscellaneous Benefit Allowance. A total of: TT\$60,889 per annum.

Unsuitable applications will not be acknowledged.

BASIC FUNCTION OF POSITION

This position performs a combination of skilled (journeyman level) and semi-skilled tasks in maintenance and repairs of buildings and equipment at the Embassy and residential quarters.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item:

1. **EDUCATION:** Completion of primary school education or equivalent required.
2. **WORK EXPERIENCE:** One (1) year chauffeur, taxi or transport driver experience with some vehicle mechanic experience required.
3. **LANGUAGE PROFICIENCY:** Level I English ability (Rudimentary) reading, writing and speaking required.
4. Must be licensed to drive both standard and automatic shifts for light motor vehicle and must be experienced in defensive driving. Must be familiar with the general layout of Port of Spain and its traffic laws and patterns required.
5. Must be apt to learn the requirements and standards of being a MSG Chauffeur required.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

- A current resume or curriculum vitae along with the following information. **Failure to include the following information will result in an incomplete application:**
 1. Position Title
 2. Dates Available for Work
 3. First, Middle & Last Names as well as any other names used
 4. Current Address, Day, Evening, and Cell phone numbers
 5. U.S. Citizenship Status (Yes or No) & Status of permanent U.S. Resident (Yes or No; if yes, provide number)
 6. U.S. Social Security Number and/or Identification Number
 7. Eligibility to work in the Country (Yes or No)
 8. Special Accommodations the Mission needs to provide
 9. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class/Type
 10. Days available to work
 11. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
 12. U.S. Eligible Family Member and Veterans Hiring Preference
 13. Education
 14. License, Skills, Training, Membership, & Recognition
 15. Language Skills
 16. Work Experience
 17. References

SUBMIT APPLICATION TO

Applications must be submitted no later than close of business September 1, 2015 to:

(Chauffeur - Part Time)
Human Resources Management Office
United States Embassy
15 Queen's Park West
Port of Spain

The U.S Embassy in Port of Spain is an Equal Opportunity Employer

Applicants desirous of acknowledgement of receipt of their application are required to include a duplicate covering letter and a self-addressed stamped envelope with their application.