

## VACANCY ANNOUNCEMENT

### ANNOUNCEMENT NUMBER: 03-2014

**OPEN TO:** All Interested Candidates

**POSITION:** Ambassador's Chauffeur FSN 4/FP AA

**OPENING DATE:** November 6, 2014

**CLOSING DATE:** November 21, 2014

**WORK HOURS:** Full Time

**SALARY:** FSN 4/FP AA

NOTE: ALL ORDINARILY RESIDENTS (OR) APPLICANTS (SEE APPENDIX A) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Praia is seeking an individual for the position of Chauffeur for the Chief of Mission.

#### **BASIC FUNCTION OF POSITION**

Provide safe and secure operations of the Chief of Missions (COM) vehicle. Transport the COM safely within the city of Praia and areas on Santiago Island. Be available for duty at different hours of the day depending on the schedule of the COM. Keep the COM vehicle in good running order so he/she may complete their missions.

## **MAJOR DUTIES AND RESPONSIBILITIES**

1. Operate an armored passenger vehicle to transport the Chief of Mission within the city of Praia and surrounding areas.
2. Maintain the vehicle in a clean and workable condition. Perform minor preventive maintenance checks daily prior to operation. Complete the OF-108 form daily and submit it to the Ambassador's Office Management Specialist.
3. Performs other miscellaneous duties when available as directed by the COM Office Management Specialist (OMS). Duties maybe to deliver invitations or announcements to other diplomatic official or officials of the Government of Cabo Verde.
4. Transport other Very Important Personnel (VIP's) that may visit Praia or other regions of Cabo Verde.
5. Be available to work an irregular work schedule different than normal operating hours for the Embassy.
6. Support after hour events the COM maybe invited to attend.
5. Operate communications equipment to keep the Embassy Regional Security Office (RSO) aware of the location of the COM.
6. Adhere to the security recommendations of the RSO. Report any suspected security concerns to the RSO or local guard force supervisor.

## **QUALIFICATIONS REQUIRED**

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

- a. Education: Must have completed secondary school/high school. Provide copies of diplomas and or certifications with the DS-174 form.
- b. Prior Work Experience: At least three years driving experience at the Executive Level.
- c. Post Entry Training: Attend post Smiths Driver Training. Successfully complete the Armored Vehicle drivers training course provided by Diplomatic Security Service
- d. Have an up to date security background check conducted by the Regional Security Office.
- e. Languages: Level III (Good knowledge is required) English  
Level III (Good working knowledge, speaking/reading) Portuguese
- f. Job Knowledge: Must be familiar with local traffic patterns and locations of key Government of Cabo Verde offices in Praia. Have a general knowledge of locations/cities on Santiago Island. Must be able to operate a portable and vehicle mounted radio device. Must have basic knowledge of vehicle preventive maintenance.
- g. Must pass the physical examination for professional drivers in accordance with the Safety Health Environment Management (SHEM) program from the Department of State.
- h. Skills and Abilities: Must have a Cabo Verdean professional drivers license appropriate to the vehicle to be operated.

## **SELECTION PROCESS**

When equally qualified, Appointment Eligible Family Members (AEFMs) and/or U.S. Veterans apply they will be given preference. Therefore, it is essential that all candidates address the required qualifications above in the application. If a U.S. Veteran a copy of the DD-214 must be in the initial application.

### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed AEFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

### **TO APPLY**

Interested applicants for this position should submit the following documents. Incomplete applications will not be considered:

1. Application for Employment (DS-174)
2. A current resume or curriculum vitae (if the DS 174 is submitted there is no need for a CV). (If a C.V. is submitted it MUST include all information requested on the DS-174)
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

Photo copy of current and valid drivers license.

### **SUBMIT APPLICATION TO**

Human Resources

Insert Address: C.P. 201, Praia, Cape Verde or  
PraiaHR@state.gov

Deliver the application to the front desk at the Embassy, in an envelope addressed to the same above with the applicants name on the same.

Fax to Praia HR Assistant @ 238-261-1355.

## DEFINITIONS

1. USEFM's: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
  - US citizen;
  - Spouse or child who is at least age 18;
  - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority;
  - Resident at the sponsoring employee's or uniformed servicemember's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
  - Does not receive a USG annuity or pension based on a career in the US Civil and/or Foreign Services.

**CLOSING DATE FOR THIS POSITION: November 21, 2014  
(CLOSE OF BUSINESS FOR THE EMBASSY)**

**(If you do not hear from us within six weeks of the closing date, please assume your application has been unsuccessful)**

The US Mission in Praia 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.