

Chauffeur 司机
General Services Office (GSO) 总务处
Non-Sensitive

1/2/2015

N52-1015-707

This position is advertised under the Locally Employed (LE) Staff Program of the United States Mission in China. All applicants must already have relevant documentation to legally reside and work for the U.S. Government in China to be eligible for consideration.

Position is subject to funding availability.

OPEN TO: All Interested Candidates
面向: 所有感兴趣的申请人

POSITION: Chauffeur
职位: 司机

OPENING DATE: January 2, 2015
职位开放日期: 2015年1月2日

CLOSING DATE: January 15, 2015
(Only applications received by the closing date will be considered)
申请截止日期: 2015年1月15日
(截止日后的申请将不予受理)

WORK HOURS: Full-time; 40 hours/week

工作时间: 全职:每周 40 小时

GRADE: Ordinarily Resident: FSN-3 RMB 69,877 p.a. 普通居民: 3级 人民币
69,877
(Starting salary includes allowance and bonus) (起始工资包括津贴和奖金)

Not-Ordinarily Resident: FP-BB USD 22,058 p.a. 非普通居民: FP-BB
22,058美元
(Starting salary and final grade will be determined by Washington) (起始工资,最终级别由华盛顿决定)

LOCATION: The incumbent may be assigned to work at the primary Consulate location or one of the Consulate's off-compound facilities in Shanghai.
工作地点: 总领馆或领事馆其他办公地点。

The U.S. Consulate in Shanghai is seeking one individual for the position of **Chauffeur** with the General Services Office. 美国驻上海总领事馆总务处招聘司机一名。

BASIC FUNCTION OF POSITION

The Chauffeur conducts all tasks under Chauffeur responsibility with professionalism, objectiveness and discretion. The Chauffeur performs driving tasks, vehicle maintenance and other requests as needed with the utmost adherence to the highest standard of customer service and safety. The Chauffeur demonstrates effective interpersonal and communication skills.

司机在本人职责范围内以专业、客观、谨慎的态度完成各项工作。司机需提供高标准客户服务以及遵守安全规定，完成各种驾驶任务，车辆维修保养和其他需完成的工作。司机需具备有效的人际交往和沟通技能。

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

REQUIRED QUALIFICATIONS

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. Applicants who fail to do so, or who do not meet the position's required qualifications, will not be considered for this position.

申请人须提供具体详尽的描述以证明其满足以下所有筛选标准。若提供的信息不完整或申请人不满足申请条件的, 将不予以考虑。

Education:

- High school diploma is required. 须提供高中文凭

Experience:

- Two (2) years of previous driving experience is required. 须具备两年驾驶经验。

Language:

- Level I (Rudimentary Knowledge) speaking/reading/writing in English is required. 英语能力一级水平（基本知识）
Level III (Good Working Knowledge) speaking/reading/writing in Chinese is required. 汉语能力三级水平（良好的工作语言）

Knowledge:

- Must know local traffic laws and road situations well for both Shanghai and nearby cities. 必须熟悉了解上海及周边城市的交通法规和道路情况。

Abilities and skills:

- Must have valid A1A2 license. 必须具有A1A2驾驶执照。
- Must have basic automobile maintenance skills and be able to lift up to 50 lbs weight. 必须具备基本的汽车维修保养技能，能够抬起 23 公斤重的物品。

SELECTION CRITERIA

When equally qualified, U.S. Citizen Eligible Family Members (US EFMs) and U.S. Veterans who are legally residing in country will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

- All completed applications received by the closing date will be reviewed by HR to determine which applicants meet the advertised position's required qualifications. When appropriate, the HR Office will administer necessary language and/or skills testing to confirm an applicant's qualifications. Applicants who are unavailable for testing will not be considered.
- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- Current LE Staff employees are ineligible to apply for advertised positions within the first 90 calendar days of their appointment.
- Current Ordinarily Resident (OR) employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- Current U.S. Citizen EFM employees who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- Current Not Ordinarily Resident (NOR) employees hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- Ordinarily Resident applicants or applicants without a U.S. social security number will be paid according to the Local Compensation Plan in local currency (RMB). There are no exceptions to this regulation.

TO APPLY

Interested candidates for this position should submit the following:

1. Application for Employment as a Locally Employed Staff or Family Member [DS-0174](#); **or**
2. A current resume or curriculum vitae that provides the same information found on the [DS-0174](#); **or**
3. A combination of both; i.e. Sections 1 -24 of the [DS-0174](#) along with a listing of the applicant's work experience attached as a separate sheet; **plus**

4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. If the DD-214 is not submitted with the application, the applicant will not be considered for Veterans Preference.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.
6. Copy of passport showing Chinese Government approval to permanently and legally reside and work in China (does not apply to Chinese nationals, US EFMs, EFM's, or MOHs)

SUBMIT APPLICATION TO

Management Section/Human Resources Office
U.S. Consulate General Shanghai, China
1469 Huai Hai Zhong Lu
Shanghai 200031 CHINA

Email: ShanghaiLESHR@state.gov

(Please specify the position title in the subject line.)

CLOSING DATE FOR THIS POSITION: 11:59 P.M. Beijing Time, January 15, 2015

The US Mission in Shanghai 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

Eligible Family Member (EFM): An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, 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, 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.

U.S. Citizen Eligible Family Member (US EFM): For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

Appointment Eligible Family Member (AEFM): EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- **Is** listed on the travel orders **or approved Form [OF-126, Foreign Service Residence and Dependency Report](#)**, 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 at a U.S. mission, or at an office of the American Institute in Taiwan (**AIT**), and who is under chief of mission authority; and
- **Is** residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

Member of Household (MOH): An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

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

Ordinarily Resident (OR) – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Has the required work permits for employment in country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accor