

# VACANCY ANNOUNCEMENT

Embassy of the United States of America  
Freetown, Sierra Leone

VACANCY No: 31-10

OPEN TO: All Interested Candidates within and outside the Mission

POSITION: Motorpool Supervisor

OPENING DATE: December 30, 2010

CLOSING DATE: January 12, 2011

WORK HOURS: Full-time; 40 hours/week

GRADE: \*Not-Ordinarily Resident: FP-07 (To be confirmed by Washington)

\*Ordinarily Resident: FSN-1005-7

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

SEE DEFINITION FOR “NOT-ORDINARILY RESIDENT” BELOW.

The United States Embassy in Freetown is seeking an individual for the position of Motor Pool Supervisor. The position is located in the General Services Section and reports to the General Services Assistant.

## FUNCTIONS OF POSITION:

Plans, directs, coordinates and oversees motor pool operations equipped with approximately 22 mixed SUV's and mid to heavy duty trucks, 11 motorcycles. The selected candidate will also supervise 1 dispatcher, 15 drivers, 1 laborer and 2 mechanics. Performs spot-checks of motor pool operations, reviews records and reports, checks trip charts, and takes necessary action to maintain and improve the efficiency of operations. Establishes priorities for vehicle use. Establishes work schedules and coordinates maintenance and dispatching activities to ensure maximum availability of vehicles that are in excellent working condition. Reviews the assignments of chauffeurs to ensure all embassy vehicle needs are being met and establish priorities for vehicle use during peak periods of demand for motorpool services. Recommends disciplinary actions for subordinate staff as necessary.

Collaborating with the GSO Assistant, monitors the use of fuel and keeps records on fuel consumption. Prepares monthly fuel usage reports for budgetary purposes. Prepares reports on various aspects of motor vehicle operations and maintenance.

In collaboration with the Automotive Mechanic, determines when contracting of specialized vehicle should be recommended as a result of age, high maintenance costs, or other reasons. Prepares requests for the procurement and ordering of spare parts for vehicles. Conducts pre-employment safety and related training for drivers.

Establishes procedure for self driven personally owned vehicles (POV) in accordance with local laws. Acquires the licenses and insurance coverage for all mission vehicles as well as registering the private vehicles of American personnel.

Administers safe driving tests; holds periodic briefings of vehicle and road safety. Determines and recommends hiring of drivers in terms of capability and integrity. Schedules annual leave and recommends disciplinary actions for motor pool staff as necessary.

#### QUALIFICATIONS REQUIRED:

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

1. Education: Secondary education is required.
2. Experience: Three years of progressively responsible experience in clerical, dispatcher, chauffeur, automotive maintenance, or other transportation related experience required. One year supervisory experience in a transportation setting required, more preferred.
3. Language Ability: Level III English ability (good working knowledge) of written and spoken English required.
4. Knowledge: **Must** have basic knowledge of automotive maintenance, vehicle operations and safety.
5. Ability: Ability to plan and direct motorpool operations efficiently and effectively following established rules and regulations. Ability to supervise subordinates to ensure efficient service to the Mission. Must be able to organize trip and work schedules to maximize service and minimize conflicts. Must be able to negotiate effectively with both local and American staff. **Must** be a professional driver and carry a valid driver's license. Will perform other duties as assigned.

6. Skills: Inter personal skills, leadership skills and familiarity in the use of two-way radio systems.

#### SELECTION PROCESS:

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the 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 US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs 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.

#### TO APPLY

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

1. Application for U.S. Federal Employment (DS-174); available on the internet at [http://freetown.usembassy.gov/job\\_opportunities.html](http://freetown.usembassy.gov/job_opportunities.html) and
2. A current resume or curriculum vitae.
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.

#### SUBMIT APPLICATION TO

The Human Resources Section  
(Application for Motorpool Supervisor)

Embassy of the United States of America  
Southridge, Hill Station  
Freetown  
FAX: 076/022-515-075

NOTE: Only short listed applicants will be contacted.

## DEFINITIONS

1. AEFM: 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, Domestic Partner or child who is at least age 18; (children include natural offspring, stepchildren, adopted children and children under permanent legal guardianship of the Employee, Spouse, or Domestic partner).

--Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;

--Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, or at an office of the American Institute in Taiwan and

---Does not receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign or Civil Service

Other family members or dependents on direct-hire Foreign, Civil, or uniformed service member's travel orders are not AEFMs or US Citizen EFMs for purpose of 3 FAM 8200.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen AEFMs and EFM of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: January 12, 2011

The US Mission in Freetown 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.