

MANAGEMENT NOTICE

Embassy of the United States of America
Freetown, Sierra Leone

VACANCY No: 01-2012

OPEN TO: All Local and American Citizen Candidates within Mission only

POSITION: Ambassador's Driver

OPENING DATE: January 18, 2012

CLOSING DATE: February 1, 2012

WORK HOURS: Full-time; 48 hours/week (Monday-Saturday)

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

*Ordinarily Resident: FSN Grade 04

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 is seeking an individual for the position of Driver. The position is located in the Executive Section and reports to the Ambassador.

FUNCTIONS OF THE POSITION:

Drives the Chief of Mission to and from work, to appointments, and overnight trips within the city and surrounding areas.

Drives the COM out of town to Port Loko, Bo, Kenema, Kailahun and other parts of the country on official trips.

Drives Ambassador's visitors safely with COM security, including varying times and routes, uppermost in mind.

Responsible for careful and defensive driving. Since all travel by the Ambassador is considered "official," must be available to drive at anytime on any day of the week.

Is expected to plan routes which follows proper security consideration and other factors. Provides guide services to the Ambassador and his VIP visitors, such as pointing out and describing historical places of current interest.

Drives the COM spouse and/or Ambassador's residential staff for shopping for representational events per the FAM.

Examines vehicle for sufficient water and oil, checks tires and other vehicle parts to ensure that vehicle is in good working order. Cleans vehicle on a daily basis and performs minor maintenance as necessary. Properly cleans and maintains the COM vehicle, bringing necessary maintenance requirements directly to the attention of the embassy's vehicle maintenance department in a timely manner.

Serves as delivery clerk for the Executive office, delivering invitation and correspondence on behalf of the COM as required.

QUALIFICATIONS REQUIRED

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

- 1. Education:** Completion of Secondary School required.
- 2. Experience:** Three years of chauffeur experience is required, of which at least, one year must have been with U.S. Government agency or an international organization.
- 3. English Ability:** Level II (limited knowledge) of spoken and written English required.
- 4. Other Criteria:** Must be familiar with local traffic laws, area traffic and road patterns. Some knowledge of the driving equipment operated. Knowledge of safety rules. Knowledge of good routes in Sierra Leone. Some knowledge of locations towns in Freetown peninsular and up country.
- 5. Other Skills:** Must be holder of a driver's License. Must exhibit ability to use handheld two way radios.
- 6. Interpersonal skills:** Must be able to communicate well to Supervisor regarding instruction and needs of passengers.

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. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. 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 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 Ambassador Driver)
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 of 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: February 1, 2012

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.