

MANAGEMENT NOTICE

Embassy of the United States of America
Freetown, Sierra Leone

VACANCY No: 022-13

OPEN TO: All Interested Candidates within and outside the Mission

POSITION: Driver

OPENING DATE: June 13, 2013

CLOSING DATE: June 27, 2013

WORK HOURS: Full-time shift work; 48 hours/week (Monday-Sunday)
Shift Work Schedule

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 in Freetown is seeking for four (4) individuals for positions Driver. The position is located in the U.S. Marine Corps Division and reports to the Marine Detachment Commander.

FUNCTIONS OF THE POSITION:

Operates U. S. Government Owned passenger Vehicles (GOVs) to transport the U.S. Marine Security Guards and their VIP visitors in and around Freetown and other areas within Sierra Leone; the selected driver is responsible for careful and defensive driving; must be available to drive at anytime and on any day of the week; is expected to plan routes which follows proper security consideration and other factors; must complete appropriate paperwork for the vehicle status and movement(s); must account for all vehicle(s) usage (such as mileage) and all refueling and must clean interior and exterior of vehicles on a daily basis.

Upon arrival at work, examines the assigned Marine vehicle for sufficient fuel, water and oil, checks tires and other vehicle parts ensuring the vehicle is in good working order; annotates checks on proper vehicle log(s); perform minor maintenance as necessary. If major maintenance is required, notifies the Detachment Commander and Motorpool Supervisor of problems and assists with coordination with US Embassy garage for repairs, as directed.

Performs official errands assigned by the Marine Unit, such as meeting Marine Security Guard Visitors at the various taxi pick-up locations or hotel(s); will be assigned to drive Marine Security Guard VIP visitors for orientation tours of Freetown and the surrounding countryside.

QUALIFICATIONS REQUIRED:

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

1. **Education:** Completion of a High School education.
2. **Experience:** Three years driving experience preferably with an International Organization or NGO including experience in up-country travel.
3. **Language Ability:** Level II English ability in written and spoken English.
4. **Knowledge:** Must be familiar with operation of 4x4 Toyota vehicles; knowledge of safety laws in Sierra Leone; knowledge of routes in the rural areas and city layout; must be familiar with local traffic laws and area traffic patterns; must have some automotive mechanical knowledge.
5. **Abilities:** Must be holder A/B Class drivers license and must maintain valid driver's license throughout the term of their employment. Ability successfully complete defensive driving course and be able to operate armored vehicle.
6. **Interpersonal Skill:** Must be able to use hand held radios and be able to communicate effectively with supervisors and or visitors.

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 a FMA appointment 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 or
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 U.S. Marine Driver)
Embassy of the United States of America
Southridge, Hill Station
FAX: 076-515-075
Email: HRFreetown@state.gov

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: June 27, 2013

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.