

# VACANCY ANNOUNCEMENT

**POSITION TITLE:** Chauffeur

**ANNOUNCEMENT NUMBER:** 11-10

**OPENING DATE:** December 16, 2011

**OFFICE/LOCATION:** GSO

**CLOSING DATE:** December 30, 2011

**WORK HOURS:** Full-Time, 40 hours/week

**DESIRED STARTING DATE:** April 2012

**OPEN TO:** All Interested Candidates

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

**The U.S. Embassy in Bratislava is seeking individual for the position of Chauffeur.**

## **BASIC FUNCTION:**

As Chauffeur transports Personnel to and from official appointments with various Embassy official and non-official contacts in and beyond Bratislava. Transports Embassy Personnel and official visitors and VIPs to Slovakia when required, at times serving as guide and translator. Transports and delivers and/or receives official documents, Diplomatic Notes and correspondence and other material to various Slovak Government and local government offices, local businesses and other contacts with whom the Mission conducts affairs.

Maintains all records required by the FAM and the Embassy's own internal management controls to assure the proper accounting of all vehicle usage for assigned vehicle, any service needs and changes. For official visits, coordinates and carries out various logistical arrangements for visitors, as assigned.

Maintains the vehicle in a clean and serviceable condition, performing minor servicing when possible and notifying the GSO and RSO of any service problems or damages that require more than minor servicing. Works with local vendors for larger vehicle repairs as assigned.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Andrea Rechterikova/Monika Bilikova, ext. 3019, 3231.

## **QUALIFICATIONS REQUIRED:**

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

**Education:** Completion of secondary school.

**Experience:** Must have at least five years driving experience with a clean driving license.

**Language:**

- English- III (fluent)

- Slovak level IV is required

**Knowledge/Abilities/Skills:**

- Vehicle operation and basic maintenance
- Must have Slovak category B and C driver's license

**SELECTION PROCESS:**

1. When equally qualified, Eligible Family Members and U.S. Veterans will be given preference. Therefore it is essential that the candidate address the required qualifications above in the application.
2. After an initial application screening, qualified applicants will be invited to an oral interview, which may include a language testing.
3. Acknowledgements will be sent only to short-listed candidates.

**ADDITIONAL SELECTION CRITERIA:**

1. The applicant must be able to obtain all permits to legally work in Slovakia before the employment begins.
2. Management will consider issues such as conflict of interest, nepotism, and budget implications and residency status in determining successful candidacy.
3. Current employees serving a probationary period are ineligible to apply.
4. Currently employed US Citizen EFMs who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their appointment.
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) schedule.
6. All position selections are made consistent with the State Department's Non-Discrimination Policy to not discriminate among applicants for employment on the basis of race, color, religion, sex, national origin, handicap, age or sexual orientation.

**TO APPLY:**

Interested candidates for this position must submit by the "CLOSING DATE" the following for consideration of the application (Application forms are available at HRO):

1. A current resume , curriculum vitae OR universal Application for Employment as a Locally Employed Staff or Family Member (DS-174);.
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION IN ENGLISH TO:**

By mail: Human Resources Office, U.S. Embassy, P.O. Box 309, 814 99 Bratislava

By e-mail: HROBratislava@state.gov

Point of contact: Telephone: 02/5922 3019

**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 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 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, approved safehaven abroad, or alternate safehaven abroad; and
  - Does not receive a USG annuity or pension based on a career in the US Civil or Foreign services.
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 EFMs and EFMs 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.

The U.S. Embassy, Bratislava 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.

**Closing date for applications: December 30, 2011.**