

U.S. MISSION TO SRI LANKA AND MALDIVES VACANCY ANNOUNCEMENT

(Announcement n

The U.S. Mission in Colombo is seeking eligible and qualified applicants for the positions of
Chauffeur.

- OPEN TO:** All Interested Candidates/All Sources
- POSITION:** Chauffeur, FSN-3; FP-BB *
- OPENING DATE:** February 5, 2016
- CLOSING DATE:** February 19, 2016
- WORK HOURS:** Full-time 40 hours/week
- SALARY:** * Not-Ordinarily Resident: US\$ 22,279 p.a. (Starting Salary)
(Position Grade: FP-BB, actual grade to be determined by Washington)
- * Ordinarily Resident: Rs. 459,138 p.a. (Starting Salary)
(Position Grade: FSN-3)

ALL ORDINARILY RESIDENT (OR) APPLICANTS (SEE APPENDIX A FOR DEFINITION) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

BASIC FUNCTION OF POSITION

Incumbent is responsible for operating Embassy vehicle for transporting Marine Security Guards and TDY personnel and assisting passengers to handle baggage/luggage as required.

A copy of the complete position description listing all duties and responsibilities is available at (<http://srilanka.usembassy.gov/news/job-opportunities.html>), and is posted on the Human Resources Bulletin Board. Contact colombohr@state.gov for further assistance.

QUALIFICATIONS REQUIRED

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

1. Completion of G.C.E (O/L) is required (Must have passed 6 subjects including Mathematics and possess Distinction or Credit for at least three subjects). **Candidate must attach relevant educational certificates.**
2. Three years' prior work experience as a professional driver is required. **Candidate must attach relevant service/work experience certificates.**

3. Level III (good working knowledge) Speaking/Reading/Writing English; Level III (good working knowledge) Speaking/Reading/Writing Sinhala and /or Tamil are required. (English will be tested.)
4. Must be familiar with local traffic laws and area traffic patterns, location of important public offices and buildings, major highways and routes.
5. Must possess a valid class 'D' (formerly class 'A') driving license and have safe driving skills (This will be tested). **Candidate must attach a copy of the driver's license.**

NB: A Conditional Offer is contingent upon successfully passing a security background check and medical evaluation for fitness for duty. The Medical exam will screen for contagious and chronic illnesses and will include bloodwork, urine analysis, and chest x-ray.

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SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically 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 Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a 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 candidates for this position must submit the following for consideration of the application:

1. 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 TO

Human Resources Office
American Embassy Colombo
210, Galle Road
Email: ColomboHR@state.gov

CLOSING DATE FOR THIS POSITION: February 19, 2016

The U.S. Mission 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.