



**EMBASSY OF THE UNITED STATES OF AMERICA**  
**Position Vacancy Announcement**  
**ANNOUNCEMENT NO: VA-13-03**

**OPEN TO** All interested and qualified candidates  
Current mission employees serving a probationary period are not eligible to apply.  
**POSITION** Chauffeur (TIO- Juba)  
**OPENING DATE** Sunday: January 13, 2013  
**CLOSING DATE** Sunday: January 27, 2013  
**WORK HOURS** Full-time; 40 hour workweek  
**GRADE/SALARY** FSN-4 USD 9,604.00

**ALL APPLICANTS MUST HAVE VALID PERMISSION TO WORK IN SUDAN**

The U.S. Embassy in Juba, South Sudan, is seeking qualified individual for the position of Chauffeur at the Transnational Issues Office (TIO).

**BASIC FUNCTION OF POSITION**

Operates variety of motor vehicles to transport passengers and cargo. This includes VIP visitors. Incumbent receives daily directions from the officer filling the Consul position (currently occupied by a TDY Officer). Transport is provided not only home/office but other trips as required.

**QUALIFICATIONS (REQUIRED)**

Applicants must meet **ALL** of the following criteria to be considered for employment

• **Education:**

Successful completion of secondary school.

• **Work Experience:**

3 years driving experience required, preferably some driving of passengers in some capacity.

• **Language Proficiency (Applicants Will be tested as applicable):**

English Level III (Good Working Knowledge)  
Arabic Level III (Good Working Knowledge)

• **Skills and Abilities:**

- Must have valid driver license applicable to all types and sizes of vehicles.
- Must have an ability to follow instructions and be reliable in attendance and performance.
- Must be able to learn driving following defensive driving techniques.

**SELECTION CRITERIA**

- Applicants must be eligible for employment under local labor law, i.e. must have a valid Sudanese work permit if applicable.
- Management will consider nepotism, conflict of interest, budget, and visa status in determining candidacy.
- Selected candidates must pass a pre-employment medical and security clearance prior to an offer of employment.

- When fully qualified, U.S. Citizens and U.S. Veterans are given preference.

**TO APPLY**

**All applicants must submit the following:**

1. DS-174, Application for Employment available at the U.S. Embassy website [http://sudan.usembassy.gov/job\\_opportunities.html](http://sudan.usembassy.gov/job_opportunities.html), "Job Opportunities".
  - **ONLY Application Form DS-174 will be accepted.**
  - **DO NOT attach any additional documents.**
  - **Applications submitted on any other form, or with attachments, will NOT be considered.**
2. Completed applications must be received on or before 04:30 PM on the closing date.
  - Applications received after the closing date will not be considered.
3. Applications may be submitted as follows:
  - E-mail: [KhartoumHRApplications@state.gov](mailto:KhartoumHRApplications@state.gov). Submission of applications via e-mail must include the "Vacancy Number" and "Position Title" on the subject line).
  - By Hand: Application may be delivered to U.S Embassy, Kilo 10 Suba, Khartoum - Sudan. . Application box outside Consular Entrance. Or by hand to the US Consulate, Juba addressed c/o Faustino Jadri.
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4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.