



USAID | SOUTH SUDAN

FROM THE AMERICAN PEOPLE

ANNOUNCEMENT NO: VA-16-04

OPEN TO: All qualified South Sudanese National only.
Current Mission employees serving a probationary period are not eligible to apply.

POSITION: Chauffeurs (Multiple Positions)

OPENING DATE: Friday February 26, 2016.

CLOSING DATE: Friday March 11, 2016 at noon.

WORK HOURS: Full-time; 48 hours/week

POSITION GRADE: Full performance grade level for this position is: FSN-4. A training grade level, below FSN-4, may be established depending on the education and relevant work experience of the applicant. Base Salary Range will be commensurate with established salary history, qualification, and relevant work experience.

The United States Agency for International Development (USAID) Juba, South Sudan is seeking applications for the position of Chauffeurs in the Executive Office.

JOB SUMMARY:

Operates a motor vehicle to transport passengers including Very Important Persons (VIPs). Incumbent receives daily directions from the Mission and is directly supervised by the Motor pool Supervisor or his/her designee. Incumbent will provide US Government employees transport for both official and unofficial trips and will be required to work a varied schedule including nights and weekends.

BASIC FUNCTIONS:

- Drives U.S. Mission employees, VIP, Temporary Duty Personnel (TDY), and provides guide services to VIPs, and other visitors.
- Maintains his/her vehicle clean and in serviceable condition on a daily basis.
- Maintains trip sheets and other vehicle records as per the requirements.
- Any other duties may be assigned by the supervisors.

QUALIFICATIONS REQUIRED:

EDUCATION (20): Successful completion of Secondary School required.

EXPERIENCE (20): Minimum of 3-5 years of previous experience with an international organization required.

LANGUAGE (20): Level III in English and Level IV in local language written and oral are required.

KNOWLEDGE, SKILLS AND ABILITIES (40): Must have knowledge of Juba and neighboring States roads. Must have valid driver license applicable to all types and sizes of vehicles. Must have the ability to follow

instructions and be reliable in attendance and performance. Must be able to apply defensive driving techniques. Should have excellent interpersonal skills. Should be polite in conversations with customers.

HOW TO APPLY

Applicants are required to submit a cover letter of interest, which clearly describes individual's qualifications for this position, and send the required documents to: **Jubahr@usaid.gov**. Or Deliver one copy to: USAID/South Sudan, Juba. Applications Box is outside US Embassy Entrance. The DS 174 form is available on US Embassy web site: http://southsudan.usembassy.gov/job_vacancies.html

Required Documents:

1. Cover Letter of Interest (including vacancy # of the position)
2. An up-to-date Resume/C.V
3. Application Form DS 174 (to be filled out completely and signed)
Submission of DS 174 is mandatory.

Note:

1. Only short-listed candidates will be notified.
2. Applications submitted without the required employment forms and supporting documents will not be considered.
3. No in-person appointments or telephone calls will be entertained.

The successful applicants must be able to obtain and retain the required USG medical and security clearances. (For those who do not have the valid medical and Security clearance). Applicants who do not provide the required documents stated above shall not be considered.

It is the policy of the United States Government to ensure equal employment to all persons without regard to race, color, religion, sex, national origin, age disability or sexual orientation.