



**EMBASSY OF THE UNITED STATES OF AMERICA**  
**Position Vacancy Announcement**  
**ANNOUNCEMENT NO: VA-13-37**

**OPEN TO** All interested and qualified candidates  
Current mission employees serving a probationary period are not eligible to apply.

**POSITION** Chauffeur

**OPENING DATE** Tuesday: August 26, 2013

**CLOSING DATE** Tuesday: September 06, 2013

**WORK HOURS** Full-time; 48 hour workweek

**GRADE/SALARY** FSN-4 9,604.00/USD

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

The U.S. Embassy in Khartoum, Sudan is seeking qualified individual for the position of Chauffeur at the General Service Office (GSO).

**BASIC FUNCTION OF POSITION**

Operates a variety of armored and non-armored motor vehicles to transport Embassy personnel, including VIP visitors, TDY staff, delegations and field trips. Incumbent receives daily directions from the Dispatcher and is directly supervised by the Motor Pool Supervisor. Transport is provided for official and non-official business as necessary due to the security restrictions of Sudan. At times, incumbent may be required to drive a heavy truck or cargo vehicle to transport fuel, water, and supplies.

**QUALIFICATIONS (REQUIRED)**

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

**1. Education:**

Successful Completion of secondary school.

**2. Work Experience:**

3 years professional driving experience required, preferably driving of passengers.

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

English: Level III (Good Working Knowledge)

Arabic: Level III (Good Working Knowledge)

**4. Skills and Abilities:**

- Must have a valid "general" driver license for larger vehicles.

- Must have an ability to follow instructions and be reliable in attendance and performance.
- Must be able to drive following defensive driving techniques.

### **SELECTION CRITERIA**

- Applicants must be eligible for employment under local labor law.
- 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 04:00 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.
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.