



VACANCY ANNOUNCEMENT

An Equal Opportunity Employer

The U.S. Embassy in Mbabane is seeking an individual for the position of **Driver** in the General Services Office.

NOTE: Applicants ordinarily resident in Swaziland must have the required residency permits to be eligible for consideration.

OPENING DATE: November 8, 2013

CLOSING DATE: November 22, 2013

WORK HOURS: Full-time; 40 hours/week

SALARY: Position grade: FSN-03. Non-cash benefits include medical & pension.

Basic Function of Position

The incumbent serves as a driver to Embassy personnel and official visitors; including delivery and collection of documents/items to various locations in Swaziland and when necessary to neighboring countries such as the Republic of South Africa and Mozambique. The incumbent keeps all official vehicles in a clean and serviceable condition, and maintains trip logs and other records. The position reports directly to the Motorpool Supervisor.

Qualifications Required

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. **Items 1-5 are all required**

1. **Education:** Completion of High school is required.
2. **Experience:** At least three years experience as a professional driver, or in which driving was the primary function.
3. **Language:** Level 3 (good working knowledge) of both written and spoken English and Siswati is required. (**This will be tested**).
4. **Knowledge:** Thorough knowledge of streets, locations and local traffic patterns within Swaziland, South Africa and Mozambique. Familiarity with defensive driving techniques. Solid understanding of local driving/traffic laws and regulations. Must have sufficient knowledge of motor vehicle mechanics in order to check oil, check and add water, check pressure on and change tires, check and replace minor parts, etc.
5. **Skills and Abilities:** Must possess a valid and clean Swaziland driver's license Code E (cars and light trucks), attached a copy. Must possess a valid travel document for travel to South Africa and Mozambique. Excellent health, hearing and vision in order to meet U.S. Department of Transportation (DOT) standards. Sufficient computer familiarity in order to enter basic trip ticket data. Ability to lift 50 pounds (approx 22 kilos) into/out of passenger vehicles. Ability to work flexible hours, including evenings, weekends and holidays. Customer service skills in order to meet and maintain United States Government ICASS standards.

To Apply:

Interested candidates for this position must submit the following: A cover letter, current resume or curriculum vitae, plus any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above. Submit applications to U.S. Embassy, Human Resources Office, Central Bank Building, 7th Floor, Mahlokohla Street, P.O. Box 199, Mbabane, Swaziland. Or via email to:

Mbabane_HRRrecruitment@state.gov - include in the subject line: Application for **Driver** position. View vacancy announcement at <http://swaziland.usembassy.gov>.