

**ANNOUNCEMENT NUMBER: 11-02
FOR IN-HOUSE EMPLOYEES**

OPEN TO: Current Employees of the Mission, Eligible Family Members (EFMs) and Family Members (FM) – All Agencies
POSITION: COM Chauffeur, FSN-5; FP-9 (2 positions)
OPENING DATE: May 4, 2011
CLOSING DATE: Close of business May 18, 2011
WORK HOURS: Full-time; 48 hours/week
GRADE LEVEL: *Not-Ordinarily Resident: Position Grade: FP-9 to be confirmed by Washington
*Ordinarily Resident: Position Grade: FSN-5

NOTE: ALL APPLICANTS WHO ARE NOT THE FAMILY MEMBERS OF USG EMPLOYEES OFFICIALLY ASSIGNED TO POST AND UNDER CHIEF OF MISSION AUTHORITY **MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Damascus is seeking two individuals for the position of COM Chauffeur.

BASIC FUNCTION OF POSITION

Incumbent performs duty as chauffeur for the Ambassador. Responsible for vehicle security during all movements and as otherwise prescribed by the Ambassador or Regional Security Officer. Responsible for performing daily preventive maintenance of the vehicle, reports any deficiencies and conducts follow-up to ensure repairs were made. Understands and follows local driving laws and operates vehicle in a safe manner. Required to work shift work and overtime, deliver messages, packages and passengers. Must know the city. Must enter trip ticket data into a computer based program. Performs other duties as directed when not engaged in driving and expediting task.

QUALIFICATIONS REQUIRED

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

EDUCATION: Completion of preparatory school.

EXPERIENCE: A minimum of 10 years experience as a principal operator of a motor vehicle within the US Embassy.

LANGUAGE: Level II English Limited knowledge: At this level an employee needs only a limited knowledge of written and spoken English, and a vocabulary limited

to the specific occupation. Employee would be expected to understand and carry out verbal instructions of a repetitive character, and be able to prepare simple reports of the type that might be expected of a motor pool dispatcher.

Level III Arabic Good Working Knowledge: At this level an employee is required to have a good working knowledge of both written and spoken Arabic. The employee should be able to read and understand agency regulations, operating instructions, memoranda, and related material concerning the field of work, to prepare correspondence and standardized reports, and to communicate effectively with Arabic speaking staff members and the general public.

4. **SKILLS AND ABILITIES:** Must be able to lift 25 kilos unassisted and have 20/40 correctable vision. Must have valid Syrian drivers license. A class C license is required. Must have basic computer and internet skills.

SELECTION PROCESS

When equally qualified, Eligible family members (EFMs) and U.S. veterans will be given preference. Therefore, it is essential that all candidates address the above required qualifications 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. Currently employed U.S. citizen Eligible Family Members (EFMs) who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.
4. Currently employed NORs hired under a Personal Service 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 applicants for this position should submit the following or the application will not be considered:

1. Application for Federal Employment (DS-174); or
2. A current resume or curriculum vitae that provides the same information as an DS-174; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

THE FOLLOWING DOCUMENTS MUST BE ATTACHED TO THE APPLICATION, OTHERWISE APPLICATION WILL NOT BE CONSIDERED:

- **Include Vacancy No. in your application.**
- **Applications and a copy of the Syrian ID card or legal residency & work permit.**
- **A copy of school/university certificate.**
- **Copy of class C driver's license.**
- **Proof of previous work experience(s) required.**

SUBMIT APPLICATION TO

Human Resources Office
American Embassy Damascus
2, Al-Mansour Street
P.O. Box 29
Damascus – Syria
Fax No. (963-11) 3391-3311

DEFINITIONS

1. **Appointment eligible family member (AEFM):** An individual who may qualify for a direct-hire Foreign Service appointment on either a family member appointment (FMA) or a temporary appointment (TEMP) provided that **all** of the following criteria are met:
 - (1) Is a U.S. citizen; **and**
 - (2) Is the spouse or domestic partner of the sponsoring employee, or a child of the sponsoring employee who is unmarried and at least 18 years old; **and**
 - (3) Is listed on the travel orders, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, and who is under chief of mission authority; **and**
 - (4) Is residing at the sponsoring employee's post of assignment abroad; **and**
 - (5) Does not receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.
2. **Eligible Family Member (EFM):** Family members at least 18 years of age listed on the travel orders of a Foreign Service or Civil Service or uniformed service member permanently assigned to or stationed to a U.S. Foreign Service post or establishment abroad with a USG agency that is under chief of mission authority who do not meet the definition of AEFM above.
3. **Member of Household (MOH):** An MOH is a person who: (1) Has accompanied, but is not/not

on the travel orders of a U.S. citizen Foreign Service or Civil Service employee or uniform service member permanently assigned to or stationed abroad at a U.S. mission; **and** (2) Has been declared by the sponsoring employee to the chief of mission as part of his/her household; **and** (3) Resides at post with the sponsoring employee.

4. **Ordinarily Resident (OR):** An individual who is either a citizen of the host country, or a citizen of another country (including the U.S.) who has legal permanent resident status in the host country and has the required work and/or residency permits for employment in the host country.
5. **Not-Ordinarily Resident (NOR):** An individual who is a non-host country citizen who is not ordinarily resident in country and may legally work at a U.S. diplomatic or consular post. Typically NORs are U.S. Citizen EFM's of Foreign Service, Civil Service, or uniformed service members who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

The US Mission in Damascus 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.