

ANNOUNCEMENT NUMBER: 16-22

POSITION TITLE: DISPATCHER

The U.S. Embassy Dushanbe is seeking an individual for a position of **Dispatcher**. The Dispatcher monitors and schedules shifts for motor pool drivers, and dispatches Government-owned vehicles for official use in support of both routine and emergency request for mechanical work on motor pool vehicles. Incumbent must hold a valid driver's license Categories B, C and D.

QUALIFICATIONS REQUIRED:

- 1. EDUCATION:** Completion of higher education (college, university, technical education, etc.) is required.
- 2. EXPERIENCE:** One year of experience as a dispatcher is required. Experience as a chauffeur and at least one year of experience managing schedules, and administrative work is required. Must have a good driving record.
- 3. LANGUAGE:** Level III (Good Working Knowledge) in both written and spoken English and Russian and/or Tajik is required. Language proficiency will be tested.
- 4. KNOWLEDGE:** Must be comfortable using a computer, using the Internet; have knowledge of and be familiar with Microsoft Office Suite (including Access, Excel, Outlook, and Word).
- 5. KNOWLEDGE:** Must be familiar with good driving practices and motor vehicle regulations.
- 6. SKILLS AND ABILITIES:** Must have basic knowledge of vehicle operation and maintenance and bilingual automotive vocabulary.

HOW TO APPLY: Applicants must submit the following documents to be considered:

1. [Universal Application for Employment \(UAE\) \(Form DS-174\)](http://dushanbe.usembassy.gov/job_opportunities.html), which is available on our website http://dushanbe.usembassy.gov/job_opportunities.html or by contacting Human Resources.
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)

WHERE TO APPLY:

Human Resources Office

Mailing Address: #109 'A' Ismoili Somoni Ave., U.S. Embassy Dushanbe

FAX Number: N/A

E-mail Address: Dushanbe_Jobs@state.gov

The deadline for application is May 25, 2016

Applications and documents presented become the property of the Embassy and will not be returned. Successful candidates, who meet the criteria for this position, will be called and invited for an interview.