



JOB VACANCY ANNOUNCEMENT
CHAUFFEUR / DRIVER
GRADE – FSN 3

The U.S. Embassy/Banjul is seeking an individual (with the required work and/or residency permit for employment in country) for the position of Chauffeur/ Driver. Individual works under the direct supervision of the Motorpool Supervisor in the General Services Section of the Embassy. Incumbent is responsible for transporting Embassy personnel and visiting officials within the Greater Banjul area. On occasion, individual could be designated upcountry and out of country official travel.

REQUIRED QUALIFICATIONS:

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criteria.

Education: Secondary School leaving certificate is required.

Experience: At least three years of work experience as a full-time chauffeur/driver with an international organization is required.

Knowledge: Must be familiar with Gambian traffic regulations and local roads and possess good knowledge of automotive vehicle safety. Must have good knowledge of Microsoft packages: Outlook, Excel and Word.

Language: Level III English (written & spoken) Fluency in one local language (Wollof or Mandika) is required.

Abilities/Skills: Must have a Gambian driver's license with a clean driving record and the ability to drive all types of vehicles. Must be able to perform routine maintenance checks, tyre changes etc, in an emergency situation.

Individual must be a good team player with the ability to work in a fast- paced environment. Individual must also possess tact and respect at all times in the execution of duties. Must have ability to study and understand Department of State vehicle guidelines and regulations.

TO APPLY:

Interested candidates for this position should submit the following:

--Application for Employment (DS 174) - available at the Embassy or online:

http://banjul.usembassy.gov/job_opportunities.html

--A current resume

--Documentation (e.g., certificates and awards, copies of degree earned) that addresses the minimum requirements of the position as listed above.

SUBMIT APPLICATION TO:

Human Resources Office

Embassy of the United States of America

Kairaba Avenue

Serrekunda

Email: HROBanjul@state.gov

no later than **September 20, 2012**.

Only short-listed candidates will be contacted for interview.

The American Embassy Banjul is an Equal Opportunity Employer (EEO).