

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

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| 1. POST KAMPALA | 2. AGENCY STATE | 3a. POSITION NO. |
|----------------------------------|----------------------------------|-------------------------|

3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. Yes No

4. REASON FOR SUBMISSION
 a. Reclassification of duties: This position replaces

Position No. _____, **CHAUFFEUR** (Title) **1015** (Series) **3** (Grade)

- b. New Position
- c. Other (explain)

| 5. CLASSIFICATION ACTION | Position Title and Series Code | Grade | Initials | Date <i>(mm-dd-yy)</i> |
|----------------------------------|--------------------------------|----------|----------|---------------------------|
| a. Post Classification Authority | CHAUFFEUR FSN-1015 | 3 | | |
| b. Other | | | | |
| c. Proposed by Initiating Office | | | | |

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| 6. POST TITLE POSITION (if different from official title) CHAUFFEUR | 7. NAME OF EMPLOYEE |
| 8. OFFICE/SECTION U.S.EMBASSY KAMPALA | a. First Subdivision MANAGEMENT OFFICE |
| b. Second Subdivision GENERAL SERVICES OFFICE | c. Third Subdivision MAINTENANCE SECTION |
| 9. This is a complete and accurate description of the duties and responsibilities of my position. | 10. This is a complete and accurate description of the duties and responsibilities of this position. |

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| _____ Typed Name and Signature of Employee Date(mm-dd-yy) | _____ <b style="color: blue;">RAMADHAN SSENTONGO Typed Name and Signature of Local Supervisor Date(mm-dd-yy) |
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| 11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. | 12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. |
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| _____ JOHN HARVILLE Typed Name and Signature of American Supervisor Date (mm-dd-yy) | _____ CRISTINA STOKES Typed Name and Signature of Human Resources Officer Date (mm-dd-yy) |
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13. BASIC FUNCTION OF POSITION
 Operates a passenger vehicle in accordance with dispatcher's instructions to transport Embassy personnel and official visitors within the city and surrounding areas.

14. MAJOR DUTIES AND RESPONSIBILITIES **% OF TIME**

As required, transports members of the Mission to and from work at the Embassy and to occasional appointments with various Embassy official and non-official contacts in and beyond Kampala. Transports official visitors to various locations when required. Transports and delivers and/or receives official documents, supplies and other materials needed by the Mission to various Embassy facilities, local government offices, local businesses and other contacts with whom the Mission conducts its affairs. While doing so, incumbent maintains all records required by the Mission, the regulations governing office, and the Embassy's own internal management controls to assure the proper accounting of all vehicle usage, service needs and damages. For official visits coordinates and carries out various logistical arrangements for visitors, as assigned. 60%

Maintains vehicles in a clean and serviceable condition, performing minor servicing when possible and notifying the Motor Pool Supervisor/Dispatcher of any service problems or damages that require more than minor servicing. Works with local vendors for larger vehicle repairs as assigned, including obtaining quotations and negotiating prices when assigned. 20%

Performs assorted tasks in the Motor-pool Driver's Office as may be required. These include sorting daily outgoing deliveries, making deliveries to various residences, individual Embassy offices or the Embassy mailroom of items received in the course of daily tasks, checking on the accuracy of expected Entebbe Airport arrivals/departures, arranging and reviewing travel plans and itineraries, and completing necessary vehicle records. 20%

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education

Attainment of the Ordinary Level Certificate of Education is required

b. Prior Work Experience

Two years of chauffeur experience is required

c. Post Entry Training

b. Language Proficiency: List both English and host country language(s) by level and specialization.

Level II English ability (Limited) is required.

c. Knowledge

Must be familiar with local traffic laws and area traffic patterns.

d. Skills and Abilities

Must have valid local driver's license.

16. POSITION ELEMENTS

a. Supervision Received

Motor-pool Supervisor/Dispatcher and General Services Officer.

b. Available Guidelines

Direct and definite instructions

c. Exercise of Judgment

Judgment must be exercised in selecting routes in order to make best use of time, particularly during rush traffic periods.

d. Authority to Make Commitments

None.

e. Nature, Level and Purpose of Contacts

Duties require the ability to deal with officials and occasionally VIPs in a relaxed and competent manner.

f. Supervision Exercised

None.

g. Time Required to Perform Full Range of Duties after Entry into the Position

One year.