



*Embassy of the United States of America
Kyiv, Ukraine*

JOB OPPORTUNITY ANNOUNCEMENT

037

Date: July 21, 2015

TO: ALL MISSION PERSONNEL

FROM: BRIAN RANDALL – HUMAN RESOURCES OFFICER

SUBJECT: CHAUFFEUR

Interested candidates are invited to apply for this position or refer *qualified and eligible* candidates to the Embassy Human Resources Office. *Application procedure* is outlined at the end of this notice. Questions should be directed to the Human Resources Office.

POSITION TITLE: Chauffeur

OPEN TO: ALL INTERESTED CANDIDATES

GRADE LEVEL: FSN-03, FP-BB* (FULL PERFORMANCE LEVEL)

WORK HOURS: WHEN ACTUALLY EMPLOYED

OFFICE LOCATION: General Services Office

OPENING DATE: Immediate

DEADLINE: August 4, 2015 by 6 P.M. Kyiv Time

**FP-BB is subject for confirmation with Washington.*

IMPORTANT NOTE:

ALL ORDINARILY RESIDENT U.S. CITIZEN AND THIRD COUNTRY NATIONAL APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION AND ARE REQUESTED TO ATTACH COPY OF THEIR *RESIDENCY PERMIT* TO THE APPLICATION.

BASIC FUNCTION OF POSITION:

Serves as a chauffeur to transport Embassy personnel and provide courier service in support of Mission requirements. An incumbent may drive a bus or light armored vehicle as necessary.

REQUIRED QUALIFICATIONS:

EDUCATION:

- Completion of secondary school is required.

PRIOR WORK EXPERIENCE:

- Chauffeurs shall have a minimum of two years experience as a chauffer or two years experience as a driver in commerce, public transportation, or similar backgrounds. Incidental operators shall have had a driver's license for a minimum of 5 years.

LANGUAGE PROFICIENCY:

- Level II (limited knowledge) English is required. Level III (good working knowledge) Ukrainian and/or Russian are required.

JOB KNOWLEDGE:

- Basic technical knowledge of automotive systems and mechanisms. Thorough knowledge of local traffic law. Must be knowledgeable of city streets and traffic patterns, locations of major buildings, organizations, and government offices; of vehicle maintenance procedures. Good knowledge of Post instructions on motor pool operation (oral or written). Basic knowledge of Mission structure/subordination.

SKILLS AND ABILITIES:

- Must possess valid Driver license (B, C, D). Ability to drive GOV (including LAVs, vans and SUVs). Must be in a good health condition in order to obtain medical certification. Must be able to deliver passengers/materials in a timely and safe manner, proving good customer service and support.

APPLICATION AND SELECTION PROCESS:

✓ Effective August 1, 2010 Office of Overseas Employment announced new Universal Application for Employment (DS-174) as a mandatory application for any locally recruited positions. To apply for this position all interested candidates should fill out the DS-174 and submit it to the Embassy Human Resources Office by **August 4, 2015**. The new DS-174 is available on the official U.S. Embassy website under the Employment Opportunities section: <http://ukraine.usembassy.gov/job-opportunities.html>.

Universal Application for Employment (DS-174) can be filled out electronically, but still must be printed, signed and emailed to: KyivHR@state.gov or faxed to: 521-5155.

Note: Only those applications that are received in the Human Resources Office *before* the closing date will be eligible for consideration. Any application package that doesn't include the UAE (DS-174) will be considered incomplete and will not receive further consideration for recruitment.

ADDITIONAL SELECTION CRITERIA:

- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- Current employees serving a *probationary period* are not eligible to apply for this position.
- Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- US Citizen EFMs who are currently employed under *Family Member Appointment* (FMA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- US Citizen EFMs and NORs who are currently employed under *Personal Services Agreement* (PSA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- U.S. Veterans and U.S. Citizen EFMs will be given preference in hiring over other *equally qualified candidates* in accordance with Section 301 (c) of the Foreign Service Act of 1980. Candidates who claim *U.S. Veterans hiring preference* must provide a copy of their Form DD-214 with their application. Candidates who claim U.S. Citizen EFMs hiring preference should indicate their EFM status in the application form.
- Only those applicants who are selected for the interviews will be contacted.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The U.S. Mission in Kyiv 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.

Короткий переклад основних посадових обов'язків українською мовою

НАЗВА ПОСАДИ: ВОДІЙ

ГРАФІК РОБОТИ: ЗА ВИМОГОЮ

ОСНОВНІ ПОСАДОВІ ОБОВ'ЯЗКИ:

Працівник відповідає за перевезення співробітників посольства та виконання обов'язків кур'єра у відповідності до внутрішніх вимог щодо надання послуг. У разі необхідності працівник керує автобусом або легким броньованим автомобілем.

ОСНОВНІ ВИМОГИ:

- Атестат про середню освіту;
- посвідчення водія категорії В, С, D;
- 2 роки досвіду роботи у якості водія комерційного, громадського транспорту чи іншого подібного досвіду. Водії, що керують автомобілем час від часу, повинні мати посвідчення не менш, ніж 5 років;
- загальні технічні знання автомобілів та механізмів;
- знання та дотримання правил дорожнього руху;
- вільне володіння українською або російською мовами, початковий рівень володіння англійською.

ВИМОГИ ДО ПОДАЧІ ДОКУМЕНТІВ:

Всі кандидати на вакансію мають надіслати анкету на працевлаштування (форма DS-174) в Посольство США на електронну пошту: KyivHR@state.gov, або по факсу: 044-521-5155. Анкета має бути заповнена **українською або англійською мовою**. За бажанням кандидат може додати до анкети своє резюме та інші супроводжуючі документи. Анкету на працевлаштування (DS-174) та повний текст оголошення англійською мовою можна знайти на офіційному сайті Посольства США у розділі Вакансії (Job Opportunities): <http://ukraine.usembassy.gov/job-opportunities.html>. **Кінцевий термін подачі анкет на вакансію до 18:00 4 серпня, 2015 включно.**

Анкети, які будуть отримані після 18:00 4 серпня, 2015 розглядатися не будуть!