



U.S. Department of State
INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)				
1. POST Hanoi, Vietnam	2. AGENCY USAID/Vietnam	3a. POSITION NO. VN-042		
3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. <input type="checkbox"/> Yes <input type="checkbox"/> No				
4. REASON FOR SUBMISSION <input type="checkbox"/> a. Redescription of duties: This position replaces Position No. _____ (Title), _____ (Series) _____ (Grade) <input checked="" type="checkbox"/> b. New Position Newly established position (identical to VN-002, VN-010 & VN-019) <input type="checkbox"/> c. Other (explain)				
5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority USAID/RDMA	Chauffeur, FSN-1015	3		09/27/2010
b. Other				
c. Proposed by Initiating Office Administrative Office	Chauffeur, FSN-1015	3		
6. POST TITLE OF POSITION (if different from official title)		7. NAME OF EMPLOYEE		
8. OFFICE/SECTION		a. First Subdivision		
b. Second Subdivision		c. Third Subdivision		
9. This is a complete and accurate description of the duties and responsibilities of my responsibilities of position.		10. This is a complete and accurate description of the duties and responsibilities of this position. <div align="center"> Ms. Bui Thi Hai, Supervisory Administrative Specialist </div>		
----- Typed Name and Signature of Employee Date (mm-dd-yyyy)		----- Typed Name and Signature of Supervisor Date (mm-dd-yyyy)		
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. Michael C. Trott, Reg. Supvr. Exec. Officer		12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.		
----- Typed Name and Signature of Section Chief or Agency Head Date (mm-dd-yyyy)		----- Typed Name and Signature of Admin or Human Resources Officer Date (mm-dd-yyyy)		
13. BASIC FUNCTION OF POSITION The position is an identical to the existing Chauffeur positions (VN-002, VN-010 and VN-019). The incumbent operates of motor vehicles to transport passengers or cargo. The duties include operating vehicles to transport Mission staff, TDY personnel and other visitors to and from their lodgings and the USAID office; providing limited expediting support; maintaining vehicles in clean and optimal condition; performing minor preventative maintenance; anticipating other routine vehicle maintenance requirements, and completing trip tickets and other daily vehicle records.				

Assistance in Support of the Country Program Strategic Objectives and Goals:

In direct support of USAID/Vietnam's Strategic Objectives (SO's) and overall programmatic goals, interacts, (as/when requested or deemed necessary by the immediate supervisor and/or Executive Officer), with various Vietnamese government ministries and offices. Must know the appropriate procedures to follow, where the required action should be processed and whom to contact to successfully complete the task. Must exercise judgment, initiative, and tact. Must effectively obtain and convey information to/from these offices to USAID and vice versa.

In this capacity, performs, but is not limited to, the following tasks: Delivers official correspondence to/from the USAID, U.S. Embassy, Government ministries/offices (as deemed appropriate or necessary), Donor Partner Offices, and other local International Organizations doing business with USAID/Vietnam. May make regularly scheduled pick up and delivery of mail or other items throughout the day to include but not limited to mail delivery to the General Post Office and/or the U.S. Embassy Mailroom.

Assistance to New Arrivals TDY Personnel:

In the absence of the USAID/Vietnam Chauffeur/Expeditior and/or the arrival of large groups of visitors, may be called upon by the Supervisor, and/or the Executive Officer to assist in expediting new arrivals and/or visitors on official business(TDYers), including VIP visitors, through immigration and customs when necessary. Ensure that the appropriate number of bags arrived and is collected. When luggage is missing, assists employee in filing a claim and follows through until the luggage is located and delivered. As needed, assists employees in clearing personal belongings (i.e., personal computers) from customs. Escort individual(s) to the USAID and/or assigned lodging location. Uses own initiative and knowledge of the country to provide orientation for incoming personal. Provides information of a general nature points out or takes employees to places of interest, supermakets, etc. So they become familiar with the surrounding area.

Assistance to Departing Personnel Visitors:

Duties may include but not limited to: 1) confirmation/time of outgoing flight(s); 2) pick up of personnel and accompanying baggage from USG-leased residence and/or pre-arranged location; and 3)transport to airport and assists passengers through luggage control and immigrations as/when requested or necessary/

Other Support Services as Assigned:

Upon request, may be called upon to assist the immediate supervisor in the USAID-specific inventory and labeling process of USAID/Vietnam Mission property. When assigned, assists the supervisor in the reproduction, document binding, and distribution of hardcopy office announcements, letters and/or other official documents to USAID/Vietnam staff.

May be called upon to assist the supervisor in the regular and routing inspection of all office equipment to ensure equipment is fully functional and operating efficiently to include: all reproduction and fax equipment are fully stocked with paper; lights bulbs/fixtures throughout the designated USAID offices are fully operational; and replacing light bulbs as/when necessary.

May be called upon to obtain cost quotations for small off-the-shelf local purchases; as well as to make small purchases as authorized and requested by the supervisor.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:

Based on the Vietnam Education System, completion of High School(Grade 12) is required. Completion of Vocational Training or Apprentices as an automatic mechanic is preferred.

b. Prior Work Experience:

A minimum of 3 years experience driving a motor vehicle is required. At least one year's prior experience with a U.S. Government (USG) agency or international organization is preferred. "Hands on" experience in processing documentation through Government of Vietnam (GOV) Ministries/offices (i.e. Office of the Government, Ministry of Foreign Affairs, Ministry of Planning and Investment, Ministry of Justice, Ministry of Labor Invalids and Social Affairs, Ministry of Agriculture and Rural Development, Ministry of Finance, Ministry of Industry etc.) is also highly desirable.

c. Post Entry Training:

The incumbent will be required to have the necessary driving expertise to perform the duties required of the position. Post entry training will be focused primarily on the Agency's established policies, procedures, and regulations that govern Motor Vehicle Operations and Passenger Safety. Incumbent will also receive Agency-specific training in defensive driving maneuvers. Incumbent will be provided "on-the-job" self-directed training in the form of reference manuals, USAID Handbooks, Automated Directives, Foreign Affairs Manual, USAID/Vietnam Mission Orders, and Embassy Administrative Notices.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II,III) and specialization(sp/read):

Level III(Good Working Knowledge) English ability(to read and complete required motor pool specific forms)is required. In addition, the incumbent must be fluent Level IV(native speaker) in Vietnamese. Incumbent must be able to comprehend oral instructions(in both English and Vietnamese), in person and over the radio and transmit/relay instructions/information the same way. Incumbent must be able to speak English sufficiently well to be understood by a non--Vietnamese. Incumbent must be able to read the manufacturers' operating manuals for his/her assigned vehicle; be able to read a wide variety of forms and complete them accurately and legibly.

d. Job Knowledges:

Incumbent must be familiar with Vietnamese traffic laws. Knowledge of USG/USAID regulations and procedures regarding travel and the use of official vehicles is desirable. Knowledge of the physical boundaries that demarcate the parameters of the various communities throughout the country is required. Similar knowledge of other destination points throughout the country is highly desirable. Knowledge of traffic patterns within Hanoi is required. Knowledge of the location of various GOVN ministries/offices and the road systems throughout Hanoi as well as those of other major cities in the country is required. "Hands on" knowledge of and experience in operation a 4 wheel drive vehicle is also required.

"Hands on" knowledge of vehicle maintenance is highly preferred.

e. Skills and Abilities:

Excellent defensive driving skills are required as are strong interpersonal skills. This incumbent being courteous to all passengers; providing assistance (as needed) to seat passengers; assistance with baggage, advising passengers of seat belt safety requirements as well as proper signature on vehicle trip log sheets, extending greetings to first time visitors at the airport, etc. The ability to deal tactfully with passengers and other drivers in order to refuse and resolve difficult and potentially volatile situations that may arise during travel is required. Patience and persistence in interacting with working level employees of Vietnamese governmental and non-governmental ministries/offices to obtain/retrieve document is essential. The ability to exercise sound judgment in selecting the most appropriate routes at a given time is required. Ability to complete incident reports accurately is required. Excellent driving skills are required to drive in extreme weather conditions limited to; heavy rainfall and fog covered roads. The incumbent must be capable to drive over rough terrain and on dangerous, bad, and/or narrow unpaved roads. In addition, the incumbent is required to: (1) Maintain interior and exterior of assigned vehicle(s) in clean and serviceable condition at all times; (2) Have the ability to perform minor and/or routine maintenance often times preventive in nature; (3) Have the ability to identify/anticipate mechanical problems in advance.

Mandatory Certifications: Prior to employment the incumbent will be required to meet the standardized assessment and certification of health requirements for FSN Personal Services Contractors employed as Drivers. The incumbent must possess and retain throughout the entire period of employment a valid driver's license to operate passenger vehicles. Except Rescission of this driver's license by the GOVN or local authorities (police) at any time during the employment period will be grounds for termination.

Physical requirement of the job: The incumbent is required to have free and full use of all four limbs. Incumbent must have 10/10 vision or eyesight must be correctable with prescription lenses to 20/20. Incumbent must have excellent hearing. Incumbent must be able to lift 80 lbs. in order to lift large bags/tired and/or cargo and place them into and/or remove them from the vehicle. Incumbent cannot be colorblind or suffer from night blindness. Incumbent cannot have cataracts or any other medical condition that would make him/her unfit for the rigors of

his/her job (i.e.,the incumbent cannot have a history of seizures of any kind.)Incumbent will be required to pass sight and hearing tests annually. (REF: Department of State, Office of Medical Services-Safety Health and Environment Management (SHEM) Dated 2/2002).

16. POSITION ELEMENTS:

a. Supervision Received:

Under the immediate supervision of FSN Supervisory Administrative Specialist. The supervisor will provide additional instructions/guidance and assign special tasks and will prepare the annual evaluation report for the incumbent.

b. Supervision Exercised:

This is a non-supervisory position.

c. Available Guidelines:

The immediate supervisor will provide the incumbent with clear guidance on overall objectives, priorities, and deadlines. Relevant operational guidance as outlined in Handbook 23, Chapter 6; ADS 536; 6 FAM 228; Agency-specific policies and procedures that govern Motor Pool Operations and Services; and related instructions provide by the supervisor and/or the U.S. Embassy, Hanoi Administrative Section.

d. Exercise of Judgement:

The use of sound judgment will have a significant impact to the successful achievements and operation of the USAID/Vietnam Motor Pool. The incumbent is required to exercise good judgment in selecting the safest roads to be used to shorten the transit time and to avoid dangerous areas or situations.

e. Authority to Make Commitments:

The incumbent will have no independent authority to commit U.S. Government (USG) Mission funds on behalf of the U.S. Government, or the USAID/Vietnam office.

f. Nature, Level, and Purpose of Contacts:

The incumbent is required to interact with a wide range of diverse individuals and must be comfortable in working with all categories of Office Personnel. S/he interacts on a daily basis with all office employees, both Vietnamese and non-Vietnamese citizens. The incumbent routinely interacts with official visitors in Hanoi on official temporary duty (TDYers), some of whom may be VIPs, and with counterpart officials to whom transportation services are provided.

g. Time Expected to Reach Full Performance Level:

Three months