



# American Embassy

Subdivision 694/Stand 100,  
Kabulonga District, Ibex Hill Road  
P.O Box 31617, Lusaka District, 10101, Zambia  
Phone: +260 211 357 000 Fax: +260 211 357224

## MOTOR POOL FLEET FOREMAN

The U.S. Embassy in Zambia is seeking to hire an individual to fill the position of Motor Pool Fleet Foreman in the Mission's General Services Office.

### CONDITIONS OF EMPLOYMENT

The employee will work on a full-time, 40 hours/week basis and compensated based on the Embassy's Local Compensation Plan – FSN 7, with a salary ranging from ZK 54,981,794 to ZK 87,970,874 per annum.

### MAJOR DUTIES & RESPONSIBILITIES

The incumbent will supervise two Motor Pool Mechanics and will also be responsible for maintaining fleet readiness of approximately 105 Mission vehicles. Duties include but not limited to the following:

- Provides a full range of vehicle maintenances, record keeping and reports, managing spare parts while working with Contracting Officer's Representative for vehicle contracted services, troubleshooting, and recommending vehicles for disposal.
- Responsible for all aspects of day-to-day motor pool maintenance, including regularly scheduled maintenance, repairs, emergency car situations and daily activity of two mechanics.
- The incumbent performs or facilitates diagnostic testing to determine nature and extent of repair work necessary for routine maintenance, major and minor overhauls and emergency repairs.
- Performs or facilitates preventive maintenance on all Mission vehicles during the month that the car is due for service.
- The incumbent needs to be extremely organized utilizing worksheets and computer tools to manage the teams daily, weekly and monthly tasks.

### REQUIRED QUALIFICATIONS

The successful candidate must address the following with specific and comprehensive information supporting each requirement:

- Completion of senior secondary school and auto-mechanic's Diploma/certification is required.
- 3 years previous supervisory/managerial and 5 years automotive mechanic experience is required.
- Level IV (fluent) English is required.
- Working knowledge for all types of vehicle repairs, including diagnostic, preventative maintenance practices, local vendors and their capabilities and electrical generator repair knowledge is required.
- A detailed knowledge of operation and function of different makes and models of vehicles is required.
- A current local driver's license in good standing is required.
- Familiarity with computers and a working knowledge of Microsoft Windows and Excel is required.

### NOTE

All applicants who are not Family Members of USG employees officially assigned to post and Under Chief of Mission Authority must be RESIDING IN COUNTRY and have the required work and/or residency permits to be eligible for consideration.

The closing date for receiving applications is **March 31, 2011**. Only candidates meeting the above requisites should submit their applications including CVs and copies of certificates to: Human Resources Office, American Embassy, Corner of Independence and United Nations Avenues, P.O. Box 31617, Lusaka.

*Only short listed candidates will be contacted.*