



CHAUFFEUR

The U.S. Embassy in Canberra is seeking an individual for the position of Chauffeur in the Defense Attaché Office.

Salary: A\$49,483 p.a.

Hours: Full time 40hours/week

All applicants must address the selection criteria detailed below with specific and comprehensive information supporting each item.

1. Completion of Year 12 (High School Certificate or High School Diploma) is required.
2. Two years prior chauffeur experience is required.
3. Level 3 (Good working Knowledge) written and spoken English is required. This will be tested.
4. A thorough knowledge of the Australian Capital Territory streets, and areas to avoid heavy traffic flow, areas of security concern and locations of ACT Government and Defense Force Offices, is required.
5. A current, unrestricted driver's license that enables the individual to legally drive in Australia is required
6. Good organization and planning skills are required.

For further information and the selection criteria please refer to the ***duties and responsibilities statement***.

Forward letter, response to the selection criteria, and resume to the Regional Human Resources Office, American Embassy, Moonah Place, Yarralumla, ACT 2600 or via email to: usaembrhro@state.gov by C.O.B **FEBRUARY 17, 2012**

Hand delivered applications cannot be accepted. Offers of employment are subject to medical and security clearances.

Note: *Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the US Government as a potential employer.*

The U.S. Government is an Equal Opportunity Employer and maintains a drug free work environment.

POSITION TITLE: CHAUFFEUR

**POSITION GRADE LE-4
(STARTING SALARY A\$49,483)**

DUTIES AND RESPONSIBILITIES

Basic Function of the Position

Incumbent is the sole driver for the principal (Defense) Attaché. Also performs various driving assignments as directed by the Defense Attaché and Operations Coordinator.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Prue Fuller at (02) 6214 5778.

Major Duties and Responsibilities

Driver 51%

Sole driver for the principal (Defense) Attaché. Also performs various driving assignments as directed by the Defense Attaché and Operations Coordinator. With no supervision, takes responsibility for pick-up and delivery of dispatches, letters, and packages up to and including CONFIDENTIAL to/from various Australian Government/Defense agencies. Maintains schedule of events and helps U.S. Defense Attaché Office coordinate driving plans for high ranking dignitaries; responsible for arranging driving plans for spouses of visiting dignitaries, all of which are in addition to driving and escorting. Reliable and trustworthy, occasionally called upon to drive and escort dignitaries with U.S. Defense Attaché Office assistance. Ensures each of the six U.S. Defense Attaché Office vehicles are driven regularly to ensure they are safe and ready for high visibility visits where they are all used.

Auto Maintenance 25%

Solely responsible for ensuring six autos (2 vans, 1 4x4, and 3 sedans) worth over \$250,000.00 AUD are kept in good mechanical condition at all times; ensuring routine preventative is performed (i.e. rotation of tires, checking oil and water levels, keeping battery water at proper level, ensuring oil is changed and autos are lubricated as required, maintains records on each vehicle and any other routine maintenance necessary); ensuring major repairs are referred to commercial company with Operations Coordinator when tired need replacing, when tune ups are necessary, and maintain records when factory vehicles and their safety during VIP visits. Ensures all vehicle logs (i.e. trip logs, motor vehicle accident forms, and petrol logs are in each vehicle). Ensure medical kits and CO2 bottles in each vehicle are complete and ready for use. Responsible for work day to ensure vehicle is ready for immediate use. Responsible for making purchases for six U.S. Defense Attaché Office vehicles (including tires, engine parts, maintenance items, etc...). Assists Operations

Coordinator in FY budgets regarding automotive maintenance and fuel consumption requirements.

Cleaning and Waxing Automobiles 10%

Full detailing of vehicles – Washes and clean autos (interior and exterior) as required, but at least once a week for all 6 vehicles. Waxing each vehicle once every five weeks is required. Spraying vehicles interior and exterior wheel basis for pests from Embassy parking area.

Petrol 5%

Responsible for ordering and ensuring all six U.S. Defense Attaché official vehicles have adequate supply of petrol in tank at beginning of each day. Responsible for tracking purchases of petrol at locations other than U.S. Embassy petrol pumps and forwarding to Operations Coordinator for payment.

Other 9%

Represents U.S. Defense Attach Office when delivering letters of invitation to senior ranking officials of other Embassies as well as Australian Government. Assists all U.S. Defense Attaché Office members and families upon arrival to obtain drivers license, license plates, and various passes from all supporting agencies. Liaison with Federal Airports Corp., RAAF Fairbairn, Russell offices and U.S. Defense Attaché Office regarding access and pass requirements. Assists Operations Coordinator in the purchase of new vehicles by obtaining quotes on trade-ins, test driving, negotiations with dealerships on the diplomatic purchase prices of new vehicles, and ensuring good trade in value is received from various cleaners. Responsible for transporting required paperwork between Government Services Officer and Vehicle Dealership during purchases.

SELECTION CRITERIA

All applicants **must** address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of Year 12 (High School Certificate or High School Diploma) is required.
2. Two years prior chauffeur experience is required.
3. Level 3 (Good working Knowledge) written and spoken English is required. This will be tested.
4. A thorough knowledge of the Australian Capital Territory streets, and areas to avoid heavy traffic flow, areas of security concern and locations of ACT Government and Defense Force Offices, is required.
5. A current, unrestricted driver's license that enables the individual to legally drive in Australia is required

6. Good organization and planning skills are required.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. 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.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a Sensitive But Unclassified security clearance.

TO APPLY

Interested applicants for this position must submit the following for consideration of the application:

Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or

A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix below); or

A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus

All applicants must address the selection criteria with specific and comprehensive information supporting each item.

Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application

Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Regional Human Resources Office
American Embassy
Moonah Place
YARRALUMLA ACT 2600

or via email to: usaembrhro@state.gov

THE DEADLINE FOR APPLICATIONS IS C.O.B FEBRUARY 17, 2012

The U.S. Mission in Australia 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.

US Mission Australia maintains a drug free work environment.

APPENDIX

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)

- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide
- K. If applying for position that includes driving a U.S. Government vehicle, provide Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References